

Student & Parent Handbook

2009 - 2010

August 2009

Dear Parent:

To strengthen our Lakeview voice and sense of community, our handbook is combined for Pre-K through 12th grade. Knowledge of the Handbook will help to ensure a healthy partnership between the school, parents, and the community. A supplemental document for new parents, *Lakeview 101*, provides a guide for activities and events not related to policies and procedures. A copy of *Lakeview 101* can be found in the Division Offices as well as online at www.lakeviewacademy.com in the Resources section for each Division (Select “On Campus” from the home page).

We have tried to include all information including policies and procedures that students and parents need in order to function well at Lakeview on a daily basis. We have also made it a point to omit everything that is not vital and not enforceable; therefore, **we urge each parent and student to read the handbook with care.**

Based on experience, we ask especially that you examine these sections:

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Advanced Placement, page 24 Applied Studies, 37 Attendance and the 10% Rule, pages 56 and 57 Covenant between Family and School, page 6 Dress Code, page 50 | Honor Code and Plagiarism, pages 43 and 46 Participation in Fine Arts & Sports, page 35 Security, page 10 Spiritual Life Policy, page 7 Substance Abuse Policy, page 48 |
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Communication, consistency, and community are vital features of the Lakeview Academy experience, things we hope to strengthen each year. Communication is particularly important in the independent school because consistency and community depend on it. One purpose of this book is to make sure that parents know exactly what to expect from teachers and administrators.

Looking forward to a good year with your children, I am

Sincerely,

James Curry Robison
Headmaster

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ABOUT LAKEVIEW ACADEMY

This book provides the day to day information students and parents need to successfully participate in the Lakeview community.

An important source for more detailed information about Lakeview, its organizations and traditions, is the Lakeview 101 publication, available at www.lakeviewacademy.com or from the Lakeview Parents Association (LPA). For daily schedules and events, consult the online calendar by clicking from the front page to On Campus > Calendar. The calendar is located on the upper right hand side of the page.

MISSION

Lakeview Academy is committed to excellence in the personal growth and academic development of the college-bound student through a partnership of school, family, and community.

CORE VALUES

We believe Lakeview Academy should:

- Deliver exceptional educational opportunities.
- Maximize the unique potential of each student.
- Cultivate a family environment.
- Value honesty, integrity, and respect.
- Respect and develop each faculty and staff member.

MOTTO

Veritas et Virtus (Truth and Courage)

DESIRED TRAITS OF THE LAKEVIEW GRADUATE

- | | |
|----------------|---------------|
| • Articulate | • Disciplined |
| • Civic-minded | • Healthy |
| • Confident | • Honorable |
| • Cooperative | • Independent |
| • Courageous | • Kind |
| • Creative | • Open-minded |
| • Curious | • Resourceful |
| • Determined | • Respectful |

THE COVENANT BETWEEN FAMILY AND SCHOOL

Each student is enrolled in Lakeview Academy by means of a legal contract that specifies what each party owes the other. Although a legal document is a necessary business instrument, we do not believe it is adequate to ensure a good education. We hope to establish a covenant with each family. In the words of Thomas Sergiovanni, “A covenantal community is a group of people who share certain purposes, values, and beliefs [and] work together for the common good” (*Moral Leadership*, 102-03). Because the

education of a child is a collaborative effort by the school and the parent, the best education is built on a covenant.

In the spirit of this covenant, we ask parents to help us maintain a positive, inclusive, nurturing environment. When issues arise, contact the person who can clarify or resolve the issue most efficiently, such as the teacher, a counselor, or the director.

INCLUSION POLICY

Lakeview Academy values inclusion. Consistent with our school mission statement, we deliberately seek ways to recruit and retain a diverse Board of Trustees, faculty, staff, and student body, broaden our worldview, and become more involved in our larger community.

SPIRITUAL LIFE POLICY

We admit qualified students without regard to race, color, or national and ethnic origin.

Lakeview Academy, a non-sectarian school based in the Judeo-Christian tradition, recognizes that spiritual formation and awareness are important components of comprehensive student development. Lakeview further recognizes that the family is the primary forming center of religious faith and that the school environment and activities shall serve to promote an understanding of relevant religious, ethical and moral issues without proselytizing or seeking to influence a student's conscience in matters of faith.

Appreciating that its student body is predominantly Christian, Lakeview Academy supports the expression and celebration of traditional Christian culture while maintaining openness, respect and accommodation for those students of different religions and for their beliefs.

DISCIPLINE

Lakeview Academy's approach to discipline is constructive. We believe that discipline is essential to all responsible behavior and that children learn it by degrees, by instruction, and by practice. While we expect our children to make mistakes in their behavior, we also expect them to learn from them and improve.

The fundamental discipline of the school is maintained in the relationships between students and their teachers and coaches. We expect the discipline they enforce to be timely, appropriate, and constructive. Disciplinary measures will often involve work and physical effort, but corporal punishment will not be used.

Teachers and coaches will attempt to solve disciplinary issues. If a student commits a serious disciplinary offense, the teacher will include an administrator, and the parents will be notified.

CAMPUS

The 88-acre campus is located in Gainesville, Georgia in the Appalachian foothills and near Lake Lanier. The Lower, Middle and Upper Schools are housed in separate buildings. The campus also includes a playground, two gymnasiums, a Student Center, six lighted tennis courts, lighted regulation-size soccer and football field, cross country course, Lower and Middle School baseball field, and a Varsity Baseball Complex.

STUDENT BODY

Lakeview Academy is an independent, college preparatory, day school that serves boys and girls in grades Pre-K through 12. Lakeview was founded in 1970 and serves approximately 600 students from Hall and surrounding counties.

ADMISSION EXPECTATIONS

Our school attracts and succeeds with average to exceptional students; however, we expect as a minimum from each applicant the following:

- A record of good conduct
- Average grades in a college preparatory curriculum
- Average Educational Record Bureau CPT4 test scores
- A record of good attendance
- An acceptable writing sample (for grades 6 through 12)
- A positive visit and interview

CONSERVATION

We make every effort to conserve natural resources and protect the environment. The school provides recycling containers and asks students and teachers to use them. We encourage students and teachers to use electronic communication and to reduce the use of paper. In our planning and procedures, we attempt to conserve fuel, electricity, and water and to minimize pollution.

LAKEVIEW PARENTS ASSOCIATION (LPA)

All Lakeview parents are automatically members of the Lakeview Parents' Association and are encouraged to become active. No registration or dues are required. LPA strives to strengthen the partnership of families and school through volunteer involvement.

BOOSTER CLUB

The Booster Club supports, encourages, and advances the athletic program and related activities of Lakeview Academy. Also, it raises funds to purchase uniforms, maintain facilities, and help support the interscholastic athletic program. Annually, this is done by selling Booster Club memberships, operating the C & B Concession Stand, selling spirit wear items, and hosting one major fundraising event: The Golf Invitational. These events provide a major portion of the necessary finances each year. Please look for the opportunity to sign up at the Drop-In or the Welcome Back Picnic or by contacting Deuce Roark, Athletic Director.

LAKEVIEW ARTS GUILD (LAG)

Recognizing that the fine arts are an essential element in the development of a comprehensive Lakeview student, the mission of the Lakeview Arts Guild is to support the fine arts program by creating awareness for fine arts, supporting the fine arts faculty, recognizing student and faculty achievements, and promoting a cohesive Lakeview fine arts community. LAG raises money to support fine arts by accepting patronages and holding Dessert Theatre with Thespian Society Troupe 3630 each year. LAG is a parent volunteer organization.

BOARD OF TRUSTEES

Lakeview is governed by the Lakeview Academy Board of Trustees, which is comprised of up to 21 members from Lakeview parents, alumni, and community leaders. Board members serve three-year terms and no more than three consecutive terms; they are responsible for establishing policy for the school and ensuring its financial soundness.

RINGING THE BELL

Students ring the bell in front of the Wilheit Upper School Building in order to mark important stages in their academic lives.

Lower School: Each first grade student rings the bell on Convocation Day.

Middle School: Each sixth-grader and new student to the Middle School rings the bell on Drop-In Day.

Upper School:

- Each ninth-grader and new student to the Upper School rings the bell after Convocation and before class.
- At the conclusion of Senior Awards Night on the eve of Graduation, each student rings the bell.

DAILY PROCEDURES

SCHOOL HOURS

The regular school day schedule is as follows:

| | |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------|
| Pre-K | 8:15 a.m.—12:00 p.m. |
| Pre-K/PM | 12:00 p.m. – 2:15 p.m. |
| Kindergarten, 1 st – 2 nd | 8:15 a.m.— 2:15 p.m. |
| 3 rd – 5 th | 8:15 a.m.— 3:15 p.m. |
| 6 th – 12 th | 8:15 a.m.— 3:05 p.m. (Wednesday: 8:40 a.m.— 3:05 p.m., unless announced otherwise) |
| Homework Lab (6 th -8 th) Mon – Thu | 3:15 p.m. — 5:30 p.m. |
| Homework Lab (9 th -12 th) Mon – Thu | 3:15 p.m. — 5:00 p.m. |

Extended Learning for Pre-K through 5th grade is available daily until 5:30 p.m.

The Board recommends that school events not be scheduled on Sundays if at all possible.

All exterior doors are locked at 4:00 p.m. except the main entrances to the Lower, Middle and Upper School, Administrative Offices, Student Center, and Walters Athletic Center. All exterior doors are locked at 5:30 p.m.

SECURITY

Visitors and Parents Identification

To ensure the safety of our students, **Lakeview requires that everyone on campus wear identification.** Students will be identified by the Lakeview Academy uniform. Faculty and staff will be identified with Lakeview Academy nametags. Parents and other visitors must check in at the Division Office and obtain a visitor pass. Parents may request permanent identification tags from the Division Offices. Other visitors will be issued visitors' badges from the Division Offices

Students may host visitors only during lunch. See the *Student Visitors* paragraphs under *Expectations* section of this Handbook for details.

Classroom visits by students from other schools are permitted only for prospective students and are arranged through the Admission Office.

Parents dropping off items for students (including lunches) should take them to the division office. Students should not come out to the parent's car.

Safety at Campus Events

Students attending after school activities (e.g., sporting events, parent/teacher conferences, scouts, etc.) should remain in attendance at the event or activity at all times. They may not roam the campus, enter other buildings or play on the playground without parental supervision. Students attending events in the Walters Athletic Center may not play in the elevator, in the weight room, or on the playground.

Parents should ensure their children are not wandering away to off-limits locations as the school cannot possibly police all areas of the campus at all times.

Video Surveillance

Video surveillance is used throughout campus and on buses to monitor security.

Security Monitor

Lakeview employs a security monitor to welcome visitors and increase the security of the campus.

All faculty and staff members are also trained to observe and greet all visitors.

Emergency Preparedness Drills

We conduct regular practice exercises with the students, faculty and staff to help ensure preparedness for Severe Weather, Security Breach, and Evacuation.

Controlled Access

Campus access is limited during the school day by locking doors whenever it is practical.

Security Review

The school administration conducts a comprehensive security review.

INCLEMENT WEATHER

Decisions as to whether or not to hold school are normally made by 6:30 a.m. Consult one of the sources for this information:

- The Lakeview website homepage: www.lakeviewacademy.com
- The recorded message at school: (770) 532-4383
- Radio station WDUN 550-AM
- Television station 11 Alive-WXIA (broadcast channel 11)
- Television station WSB TV (broadcast channel 2)

STUDENT COMMUNICATIONS

Folders

Lower School students use weekly and/or daily folders as a means of communication between school and home. Look for your parent communication folders on Mondays.

Lockers, Mailboxes and Email

Students in grades 6-12 are assigned a locker, mailbox, and email account. Middle School students are expected to check for messages in their boxes regularly. Upper School students are expected to check both their mailboxes and their email accounts each day.

- Decorations in or on the lockers must be easily removable and in good taste.
- Students should not enter another's locker.
- Lockers may not be switched without the permission of the office.
- Open drinks and unsealed foods are not permitted in the lockers.

- Students should check and remove mail from their mailboxes upon arrival and before departure every day.
- Students should not remove anything from another's box.
- Student to student communication using the boxes is allowed. Do not use boxes for practical jokes or anonymous mail.
- Boxes and labels must not be decorated or marked on.
- Do not mark on, decorate, or deface boxes or labels.

OTHER COMMUNICATIONS

Mailings

School wide information is distributed electronically through weekly VIP emails to parents. This is the parent's primary source of announcements and information about upcoming events. Traditional mailings are used occasionally to supplement the VIP e-newsletter. Invitations to family events hosted by Lakeview often are distributed by USPS.

Lion's Roar

The Lion's Roar is an annual newsletter mailed to each Lakeview family in February, and is also available online at www.lakeviewacademy.com > On Campus > Publications. This newsletter highlights student and faculty accomplishments.

Annual Report

The Annual Report is a yearly magazine that reviews the academic year in a comprehensive publication.

Lakeview Website

For the most current information, check the Lakeview Academy website at the following address: www.lakeviewacademy.com. The school's website contains up-to-date news and information about athletic schedules, faculty and staff contact numbers, student test dates, school closing information, and much more.

Response to Parents

Teachers and administrators will respond to messages from parents as promptly as possible, typically within 24 hours.

Lakeview 101

"Lakeview 101" is a publication created to give parents the information they need to fully participate in the Lakeview community. New and old families learn about Lakeview's history and traditions and how to have a great partnership with our school. Copies are distributed to each family annually; for additional copies call the Communications Office or download from www.lakeviewacademy.com. Topics include:

- Overview/History
- Abbreviations to Remember
- Accreditation
- Advisors
- Annual Fund and Becoming Capital Campaign
- Annual Meeting
- Arts in the School Assemblies
- Assemblies
- Auction
- Biddy Ball/Mighty Mites
- Black Out Days
- Book Fair
- Booster Club
- The Caboose
- Candlelight
- Caroling
- Carpool
- Chorus
- Classroom Parties
- Classroom Visitation
- Coffee Connection
- Connection Meetings
- Conservation
- Convocation
- Core Essentials
- College Counseling
- Celebrate the Joy of Writing
- Crest and Colors
- Dances
- Dessert Theatre
- Desired Traits of a Lakeview Student
- Directory
- Drama
- Drop-In Day/Meeting Your Teacher
- Early Arrival
- Eighth Grade Promotion
- Email
- Endowment
- Extended Learning
- Fall Festival
- Family Response
- Field Day
- Field Trips
- Fifth Grade Promotion
- Food Allergies
- Food Service
- Forms
- Friday Biscuit Sales
- Golf Invitational
- Grandparents Day
- Graduation
- Homecoming
- Homework Lab
- Honor Code
- Infirmary
- Intercultural Committee
- Kindergarten Promotion
- Kindergarten Tea for Two
- Lakeview Academy Website
- Lakeview Arts Guild
- Lakeview Parents Association
- Lion's Roar
- Lost and Found
- Lunch with your Child
- Magazine Sales
- May Day
- Medical Information Forms
- Mission Statement
- Messages
- Motto and Mascot
- Music Lessons
- Nametags
- Odyssey of the Mind
- Parent Conferences
- Parking
- Parties
- Peek of the Week
- Performing Arts
- Playground
- Pre-K PM
- Publications
- Reading Counts
- Report Cards
- Ringing of the Bell
- Robotics
- Room Parents
- Sally Foster
- School Hours
- School Pictures/Yearbook
- School Songs
- School Supplies
- Scouts
- Security Monitor
- Senior Recognition Night
- Snack Bar
- Spirit Night
- Spirit Wear
- Spirit Wear Sales
- Spirit Week
- Sporting Events
- Substitute Teaching
- Summer Camps
- Teacher Appreciation
- Used Uniform Sale
- Variety Show
- VIP Email
- Voice Mail
- Volunteering
- Weather
- Welcome Back Picnic

HEALTH CARE AND MEDICATIONS

Lakeview has a school nurse on campus during school hours four days a week. Minor injuries and illnesses are treated in the Division Offices or in the school infirmary, located next to the Lower School Office. The parent will be notified immediately of any serious accident or illness.

If your student is running a fever, do not send the student to school as he or she may be contagious. When a student is found to have a fever of 100° or more, parents will be notified and asked to pick up the student as soon as possible. A student should be fever free for 24 hours before he or she returns to school. Please do not send your child to school with a contagious disease (i.e., Conjunctivitis, chicken pox, etc.).

Notify the classroom teacher, school nurse, and Division Office of any special health issues, such as allergies or any condition that should limit your student's activity level and complete the appropriate forms to educate the faculty and staff about the care of your child.

Medications

If a parent has issued permission (on the *Lakeview Academy Student Information Form*), school personnel will administer acetaminophen (Tylenol) or ibuprofen (Advil, Motrin, Nuprin) without further authorization.

All other medication, prescription and over the counter, must be delivered **in their original and labeled container** to the Nurse's Office with a completed *Authorization to Administer Medication Form* (available online at www.lakeviewacademy.com or in Nurse's Office).

All medications, both prescription and non-prescription (over-the-counter), are stored in and administered through the Nurse's Offices under the supervision of school personnel. This includes such substances as inhalers, cough syrups, cold and allergy medications, vitamins, dietary supplements, and analgesics such as Motrin and Tylenol. Special permission for students to carry some medications (asthma inhalers, etc.) may be granted, but the *Authorization to Administer Medication Form* must be completed and on file.

Any student who is taking, carrying, or keeping anywhere on campus non-prescription medication or medications prescribed to him or her without following the procedures above is violating the Substance Abuse Policy. Sharing of medications between students is a violation of the Substance Abuse Policy (See Substance Abuse Policy).

Health Records

Medical records: The following comprise each student's school health record:

Student Information Form: Completed as needed, and updated whenever your contact or custody information has changed. This form is located online at www.lakeviewacademy.com > On Campus > Student Information Change Form.

Medical Information Form: To ensure we have current medical information, every student must complete the medical form each year. The form is available online at www.lakeviewacademy.com > On Campus. Besides providing medical information about each student, this form also grants permission for Lakeview Academy to administer analgesics. Parents must complete an additional allergic reaction, diabetes, seizure plan to be kept on file for office use.

Immunization Record: State law requires that all students provide proof of Immunization. Documentation must include the month/day/year of all vaccinations and must be validated by a physician or clinic.

Pre-participation Physical Evaluation: No student in grades 6-12 may participate in interscholastic sports without this document signed by a physician. Forms are available through the Athletic Office.

Injury Procedure

If a child is injured and requires first aid but does not need to leave school, the nurse or trainer will assess the seriousness of the injury and decide whether to call the parents. If the nurse is not present, a school representative should call parents as soon as possible.

If a child appears to be injured too seriously to be treated by first aid on campus, but the injury is not life-threatening, a school representative will call parents to see whether they want to pick up the child or want the school to call 911 to transport the child to the hospital.

If a child appears to have a life-threatening injury, a school representative will call 911 immediately and then call the parents.

Food Allergies

At Lakeview we have several students with moderate to severe food allergies. We make all efforts to make the school ‘allergy aware’ but can not guarantee an allergen free environment nor do we limit foods that students may bring from home.

ANIMALS IN THE CLASSROOM

Animals will not be brought into classrooms with the exception of science classrooms or labs, and those animals must be approved in advance by the science teacher.

TRANSPORTATION

School Trips

School transportation is used for school trips. Lakeview’s transportation and instructional staff are provided with procedures for planning safe field trips. Please see the section on transportation for a full list of bus conduct rules that apply to all students.

Transporting Students to School Related Events

Students traveling to school related events are required to travel in transportation provided by the school’s Transportation Department. Lakeview Academy has school buses driven by commercially licensed drivers to be used for this purpose. Parents who drive or allow their children to drive themselves or other students to a school related event are taking full responsibility for the students’ safety and for the safety of the means of transportation used, and the school cannot accept any responsibility if unfortunately an accident or other mishap takes place.

Bus Procedures and Regulations

Bus Stop Times

It is the responsibility of the parent to be at the designated stop at the assigned time. For the consideration of all students and parents **the bus driver is required to leave at the published departure time.** The parents may drive to the next stop and have the student picked up or dropped off at that stop. The driver will at no time stop the bus in mid-route to pick up a student at an unauthorized stop.

Change in Student's Riding Schedule

If a parent desires to change the pick-up or drop-off location, the request must be made in writing and given to the school prior to the departure of the bus. If your child is to be picked up from the bus stop by someone not listed on your Student Information Form, you must send a note to the teacher or Division Office giving permission for an alternate pick up. If your child is a guest on the bus or riding an alternate bus, you must provide a note to the bus driver granting permission.

Bus Stop Conduct

The student and the student's parents are responsible for the student's conduct at the bus stop and while traveling on the bus.

Loading and Unloading the Bus

Students must wait until the bus has come to a complete stop before attempting to board or leave the bus.

Student's Conduct on the Bus

1. Obey the bus driver who is responsible for the safety of all passengers.
2. Obey adult chaperones, and teachers on field trips.
3. Do not disturb the bus driver while he/she is driving.
4. Do not use a radio or tape player without the use of earphones.
5. Stay seated at all times.
6. Keep voices low – no shouting or whistling.
7. Do not participate in "rough-housing," pushing, fighting, throwing things, using profanity, etc.
8. Do not open or close the windows of the bus without the driver's permission.
9. Keep all parts of the body inside the buses while the bus is in motion.
10. Assist in keeping the bus clean by throwing all trash in the trash can provided.
11. Do not abuse or vandalize the bus in any way.
12. Keep the aisle clear while the bus is in motion.
13. Keep the emergency door clear at all times.
14. Stay in the seat that is assigned by the bus driver.

Violation of Regulations

Students who violate a regulation will be dealt with firmly. The bus driver is required to report all disciplinary problems in writing to the Transportation Coordinator and the appropriate Division Director. Offenses on a field trip will be dealt with on a case-by-case basis. Violations of a serious nature will result in the offending student being removed from the bus without warning.

Violations of a less serious nature will be handled as follows:

- a. **First Offense:** Depending on the severity of the offense, the student will be counseled and the parent notified.

- b. **Second Offense:** The student will be removed from the bus for a period not less than 5 days or more than 15 days.
- c. **Third Offense:** The student will be suspended from riding the bus for the remainder of the year.

Procedure for Cancellation or Delay of Normal Bus Route

The Transportation Coordinator, working with the parents and drivers, will designate a contact person for each stop.

Weather

See the Inclement Weather section of this Handbook to determine if school is open.

In the event that school will be open, but the driver determines that the roads on the route are too dangerous for the bus, the following will apply:

1. The bus driver will make the final determination regarding safety.
2. The driver will contact the Stop Parent at each stop.
3. The Stop Parent will in turn contact the remaining parents.
4. An arrangement should be made between the parents at each stop to enable them to get their children to school in the event that the bus is unable to pick them up.

Should the weather necessitate an early dismissal, the school will contact the parents as soon as possible.

Bus Breakdown Procedures

In the event of a mechanical breakdown before or during the morning run, the bus driver will contact the school's Transportation Coordinator and the "Stop Parents." The "Stop Parents" will then notify the parents at home.

One parent at each of the stops should call the Transportation Coordinator if the bus is more than 15 minutes late. They will then be told whether the bus will be able to complete the scheduled run or not. At this point the parents may have to bring their children to school if other transportation is not available. It would be helpful if the parents at each stop made arrangements among themselves for this possibility.

In the event that a bus breaks down either before school lets out or during the afternoon run, the Stop Parent at each stop will be notified whether the bus will be late or canceled. In the event of a cancellation, the school will remain open until all parents are able to pick up their children.

Carpool Pickup and Drop-off

Lower School students may be dropped off at school as early as 7:30 a.m. Students arrive before 8:00 a.m. are to report to the designated early morning room to be supervised until 9 a.m. Students will then be dismissed to their homerooms.

In order to maintain a safe drop-off for all of our students, Lakeview needs the help and cooperation of our families. When we work together, our morning drop off is efficient and safe.

General Rules –

- Make sure your child is ready to exit the car as you enter the campus, but keep the seat belt on until your car is stopped.
- Your child or children should exit only on the sidewalk or passenger side of the car.
- If you have a child in both lower and middle schools, please drop off both in the lower school lane.

- Please do not park in the Reserved Section, which is for veteran Lakeview teachers. This was designed to prevent cars from backing into moving traffic and M.S. children who may be exiting their cars.
- The left hand side of the upper parking lot is parent and visitor parking. The parking spaces in front of the Wilheit Upper School will continue to be for admission/ parent/
- Visitor/handicapped parking. Please respect these.
- **Please do not use cell phones during drop-off and pick-up.**
- Please consistently use the car line to drop off your child, as it helps with a safe flow of traffic and it also promotes independence.

Morning Arrival

Upper School Students – Drive through the lower parking lot and park in either the US Lot or behind the Walter's Athletic Center.

Middle School Families – Cars will drive up the left hand lane (on the hill) and proceed straight through the upper parking area past the reserved spots (on the right) to the concrete peninsula. A teacher or MS administrator will help the student exit from their car ONLY at the island. Middle School students will cross only at the cross walk, to the Middle School.

Lower School Families – Cars will drive up the right hand land (on the hill) and bear right into a **single lane**, and proceed to one of the six (6) drop off points. The drop-off points will be from in front of the Middle School down to the walkway towards the WAC. We will no longer unload at the corner of the Student Center. Cars will be directed to the drop-off points, one through six, so that the traffic can move quickly, smoothly, and safely. This means that your 4th or 5th graders will not necessarily be dropped off near the Student Center.

The left hand lane will no longer be open for traffic during drop-off and we ask that you not pass other cars in that lane.

All students should exit their cars onto the sidewalk, and they should be ready to get out of the cars when you pull up.

Pick Up

During both drop-off and pick-up, we ask that parents **never leave cars running or unattended**, or blocking the main entryway to the school.

If your child is to be picked up from school by someone other than names listed on the Information Form, you must send a note or email to the teacher or Division Office to give permission for alternate pick-up.

Lower School – In the afternoon, children who are not picked up 15 minutes past the dismissal time will be sent to Extended Learning and parents will be charged a fee. The Extended Learning Program is available after school until 5:30 p.m. except on scheduled half days of school.

If you are held-up for some reason during the afternoon, please call the Lower School office so we can arrange for your child to go to Extended Learning.

PARKING

Do not park in a numbered parking space or visitor space. The numbered spaces are reserved for faculty and staff. The parking spaces in front of the Wilheit Upper School will continue to be for admission/parent/ visitor/ handicapped parking.

Upper School students who wish to drive to school must obtain a parking permit from the Upper School Office.

PARTY INVITATIONS

We encourage parents to mail party invitations from home, unless everyone in the grade level is invited to the party. This procedure helps to prevent hurt feelings or disappointment.

When hosting a party or event that will cause you to need to transport children from your home to the event, we ask that you use a pick-up location that is off-campus to help eliminate the hurt feelings of students who are not invited.

RECREATIONAL VEHICLES

No use of skateboards, scooters, or roller blades is allowed on campus. Bicycles may be used for transportation to and from school with proper safety gear worn by the rider, but may not be ridden on sidewalks.

VEHICLES AFTER HOURS

Always lock your car.

If you participate in after school activities and drive to Lakeview, take these precautions:

- When walking to your car after hours, go in pairs or groups for safety.
- If it will be dark when your practice or event ends. Use the time between 3:45 p.m. and 4 p.m. to move your car to a well lit area near your teammates' cars.
- If it will be dark when your team returns from a competition or event, take a couple of minutes just before the bus departs to move your car to a team parking area designated by your coach or event sponsor near the tennis courts. The bus can then take everyone to that area upon return.

When returning from an event after dark, ask the Lakeview adult to wait and watch until you find your car, start it, and leave safely.

DELIVERIES

All deliveries, whether from parents or other sources, must be left with the appropriate Division Office. Flowers and gifts delivered during the school day to students will be given to them at dismissal. Items may not be taken directly to students. Students may not have food delivered to campus from fast food restaurants without permission of the Division Director.

BULLETIN BOARDS, POSTERS AND SOLICITATIONS

Permission must be obtained from the Division Director to display information on bulletin boards. The Division Directors must approve all posters and signs before they are displayed on campus. Posters or signs should not be affixed to painted walls; and for safety reasons, nothing should be posted on the glass doors. All posters and signs should be removed once their purpose has been served.

Lakeview receives frequent requests from outside groups (for-profit, as well as non-profit) asking us to help them promote their businesses, fundraising events, etc. As a community-service-oriented school, Lakeview would like to assist with worthy causes, but with numerous requests, controls are needed.

Local not-for-profit organizations are sometimes allowed, at the sole discretion of the Administration to promote their efforts via the bulletin boards in the faculty lounges. No other postings or promotions are permitted (e.g., articles in Lion's Roar, sending materials home with students, promotional time during Lakeview meetings). We continue to have a relationship with United Way, because of its broad impact on the community, and support this effort internally among our faculty and staff. Additionally, in 2006, the Administration adopted Relay for Life as a school-based service initiative.

For-profits, with the exception of contracted sponsors (i.e., for The Auction, Golf Tournament, Technology Fair, etc.), are NOT permitted to promote on campus.

GRIEVANCE PROCEDURE

Whenever someone has a complaint with a teacher, coach, or administrator, the Board of Trustees expects him or her to speak directly to that person. The Board believes that our faculty and staff keep the good of the students in mind, and it hopes differences can be resolved by sincere and courteous discussion. If the complainant is not satisfied after talking with the teacher or coach, the next appropriate step is to speak to that person's supervisor and then the Headmaster. In the Middle and Upper School, parents are encouraged to talk with the student's advisor early in the grievance process.

If the complainant is not satisfied by the Headmaster's response, the next step is to address the Chairman of the Board, by submitting a Grievance Form to the Chairman. The purpose of the form is to describe completely the problem and the desired outcome. The form is available from the Headmaster's Office. The Chairman will review the matter, consult the Board as he deems appropriate, and respond to the complainant.

The purpose of the grievance procedure is to ensure that a complaint is heard appropriately and that the people who are in the best position to find a satisfactory solution are the first ones addressed. For this reason, whenever the complainant filing the grievance bypasses an essential person, he or she will be directed back to that person. Following the protocol is the best way to promote thoroughness, reasonableness, and a balanced resolution to the problem.

FUNDRAISING

All fundraising activity or solicitations, whether on behalf of Lakeview Academy, sponsored organizations (i.e., Boy Scouts, Girl Scouts), or outside organizations, must be coordinated through the Development Office. Contact the Director of Development for details.

BUSINESS OFFICE PROCEDURES

The Business Office is responsible for billing tuition, books, Extended Learning charges, Special Studies, food, transportation, and various miscellaneous expenses. Bills are mailed monthly and are due by the 10th of the next month or a late fee is charged. If you have any questions relating to financial matters, please call the Business Office.

LAW ENFORCEMENT

Requests by Law Enforcement Officials

In the event a student should be asked to answer questions by a law enforcement official, the school will comply with the law. In such cases, the school will notify parents as soon as possible.

Contacting Law Enforcement Officials

Under some circumstances, the school may be required by law to refer an incident to law enforcement officials. The school will comply with the law.

ACADEMICS

The academic year is divided into two semesters: from August to December and from January to May. When the term “quarter” is used in this Handbook, it means one-half of a semester. Therefore, for example, third quarter would start at the beginning of the second semester and end at the middle of it.

LOWER SCHOOL CURRICULUM

Lower School Academic Program Overview

The Lower School curriculum provides a challenging program in mathematics, language arts (including reading), science and social studies. Additionally, students take classes in Technology, Library, Physical Education, Spanish, Music and Art.

The curriculum aims to provide opportunities that are age appropriate and that challenge students to accomplish all they are capable of achieving. Teachers design lessons and activities that are responsive to different learning styles and that allow for a balance of cognitive, affective, and psychomotor skills. Small group and individual instruction supplements group instruction. Classrooms are self-contained, although in fifth grade, one teacher teaches math and social studies, while another teaches all of the language arts.

Lower School Class Placement

The highest priority in classroom assignment is to balance the class. The following criteria are used to achieve this balance:

1. Achievement and ability levels
2. Teacher recommendation
3. Age of students
4. Enrichment or tutorial needs
5. Gender of students
6. In-town or out-of-town commute

Students in grade five are separated into ability levels for math instruction. Standardized test scores, student grades, and teacher recommendations are used by the administration and the fifth grade instructors to determine placement. All fifth grade students cover the same curriculum; however, instruction is presented by differentiated instruction based on the academic needs of the ability level of the class.

Pre-Kindergarten

Listening/Speaking
Pre-Writing
Reading
Mathematics
Learning Centers
Social Awareness
Science Concept
Formation

Kindergarten

Reading/Fundations
Listening/Speaking
Writing
Learning Centers
Mathematics
Science Concepts
Social Awareness

First Grade

Reading/Fundations
Language/Writing
Spelling
Mathematics
Laboratory Science
Social Studies

Second Grade

Reading/Fundations
Language/Writing
Spelling
Mathematics
Laboratory Science
Social Studies

Third Grade

Reading/Fundations (as needed)
 Language/Writing
 Spelling/Vocabulary
 Mathematics
 Laboratory Science
 Social Studies
 Drama

Fourth Grade

Reading/Fundations (as needed)
 Language/Writing
 Spelling/Vocabulary
 Mathematics
 Laboratory Science
 Social Studies/
 GA History
 Drama

Fifth Grade

Novel Studies
 Vocabulary
 Language/Writing
 Spelling/Vocabulary
 Mathematics
 Laboratory Science
 United States History
 Drama

Enrichment Courses

Art
 Technology
 Library
 Music
 Physical Education
 Spanish

MIDDLE SCHOOL CURRICULUM**6th Grade (Typical)**

Literature 6
 Grammar & Composition 6
 Math 6
 World History
 Science 6
 Physical Education
 Enrichment classes in Art, Music,
 Spanish, and Technology

7th Grade (Typical)

Literature 7
 Grammar & Composition 7
 Math 7
 World and US History
 Science 7
 Physical Education
 Enrichment classes in Music,
 Drama, Technology, and Health
 Spanish 7A

8th Grade (Typical)

Literature 8
 Grammar & Composition 8
 Pre Algebra or Algebra I
 US History
 Science 8
 Physical Education
 Enrichment classes in Art, Music,
 Public Speaking, and Technology
 Spanish 8B

UPPER SCHOOL CURRICULUM

Students must maintain a course load of at least five classes each semester. These are typical schedules.

9th Grade Required

English 9 (Overview of Lit. & Composition)
 Algebra I or Geometry
 Physics
 Spanish I or II
 Government & Economics
 Physical Education (1 semester)
 Computer Applications (1 semester)
 Elective or Study Hall

10th Grade Required

English 10 (World Literature & Composition)
 Geometry or Algebra II
 Biology
 Spanish II or III
 World History or AP World History
 Elective
 Study Hall

11th Grade Required

English 11 (American Literature & Composition)
 or English 11 AP
 Algebra II, Precalculus-Trig, Statistics, or AP
 Statistics
 Chemistry, Honors Chemistry, or AP Chemistry
 U.S. History or AP U.S. History
 Spanish III or IV
 Elective
 Study Hall

12th Grade Required

English 12 (British Lit & Composition) or
 English 12 AP
 Precalculus-Trig, Statistics, AP Statistics or AP
 Calculus
 Physics II, AP Biology or AP Chemistry
 History (Elective History Credit)
 Electives
 Study Hall

Upper School Electives

3-D Art, Applied Studies, Art Exploration, American Sign Language, Athletic Training, Chorus, Chorale, Drawing, Ethical & Psychological Practices, Graphic Arts, Introduction to Theater, Introduction to Web Design and Development, History Seminar, Literary Magazine, Multimedia Applications, Music Appreciation, Painting, Personal Finance, Photography, Poetry Seminar, Spanish III and IV, Speech & Debate (Forensics), Strength and Conditioning, Student Assistant, Tech Exploration (Visual Basic, Java, and A+), Theater Production, TV & Video Production, Yearbook, and Advanced Placement courses. Students returning their Course Request Forms by the spring deadline receive priority for elective scheduling over those who are late.

Honors Courses

Lakeview offers Honors coursework in selected English, Math, Science, and Foreign Language courses. Check your list of course offerings to see which courses in these departments have an Honors counterpart. These courses are more demanding than the normal class and are for the serious student who wishes to challenge himself or herself beyond the required course of study.

Advanced Placement (AP) Courses

Lakeview's Advanced Placement (AP) offerings include:

- | | |
|----------------------------------------------------------|-------------------------------|
| • Biology (11, 12) | • Spanish Language (11, 12) |
| • Calculus AB (12) | • Statistics |
| • Chemistry (11,12) | • Studio Art 2-D (11, 12) |
| • Computer Science A (11, 12) – offered every other year | • Studio Art 3-D (11, 12) |
| • English Language (11) | • Studio Art Drawing (11, 12) |
| • English Literature (12) | • U. S. History (11, 12) |
| | • World History (10) |

Additional AP courses are available online. These are subject to the same requirements.

This college-level coursework is available to qualified students who wish to commit to the academic rigor these courses demand. Participation in the AP Program provides the opportunity to pursue college-level studies while still in high school and possibly receive college credit. We encourage students with strong academic records and enduring motivation to consider taking AP courses; but they are clearly not a challenge to be entered into lightly.

With input from the College Board and Lakeview's Academic Council, the following aspects of participation in the AP Program have been reviewed and approved:

1. Since the challenging curriculum of an AP course requires more effort and independent work on the student's part than other high school courses, a student's decision to enroll in an AP course must be given considerable thought. Once the student is scheduled into an AP course, the student, parent, and teacher will sign an "AP Course Agreement" (a.k.a., AP Contract), which requires a commitment to the requirements and rigors of the course. These AP Course Agreements are issued by the teacher of each course during the first week of classes.
2. Because of the rigorous requirements for each course, taking more than two AP courses at one time is not recommended.
3. Students who are taking their first AP course must have a meeting with the AP Teacher, their parents and the Department Chair or Upper School Director in the spring or summer prior to the year in which they plan to take the AP course.

4. Students taking an AP course must also take the AP exam at the end of the year.

Weighting for Honors and Advanced Placement Courses

Upper School students who challenge themselves with more rigorous courses are rewarded with extra points added to their Academic GPA on the transcript to provide the Weighted Academic GPA. This Weighted Academic GPA is the GPA considered for any honors or awards.

| | |
|-------------------------------------|---------------------|
| AP Course (Advanced Placement)..... | +10 points per year |
| Honors Course | +5 points per year |

It is important to note that the additional points are NOT added to the grade in the class as recorded on the transcript; they are only added during the calculation of the Weighted Academic GPA.

Admission Criteria for Honors and Advanced Placement Courses

Each department establishes standards for admission into Honors and Advanced Placement courses. These standards are the basis for the Departmental placement decision, which is required to enroll in an Honors or AP course, and selected other courses. The standards include

- Acceptable performance in the prerequisite course.
- Acceptable performance assessment; e.g., an essay or standardized test.
- Approval by the teacher of the prerequisite course.

Students interested in pursuing Honors or AP work should talk with their subject area teacher or advisor about the advisability of taking these courses.

Appealing a Placement Decision

The granting of an appeal to a Departmental placement decision is subject to available space in the class. Appeals must be requested within 30 days of the official notification of the placement decision. After the 30-day deadline, only cases in which new information comes to light (e.g., year-end grades) will warrant an appeal.

In the event that a student does not receive Departmental approval but meets at least two of the above criteria and wants to be considered for an Honors or AP class or other placement, these steps are required:

1. The student and parent must meet with the Upper School Director and the course teacher or the Department Chair and explain his motives for wanting to take the class and his rationale for expecting success and to hear the reasons the placement was made.
2. The student and parents acknowledge that they have been advised that the Department does not think the student is likely to succeed and does not recommend his taking the course.
3. The student and parents acknowledge that if the student is allowed to enroll in the course, he will proceed at his own risk, will receive no special treatment in the course, and will be expected to meet the course requirements, which include not being allowed to drop the course after the normal drop-add deadline at the beginning of school.

After all appeals have been completed for a course, the Department will notify each student of its decision. If a student's appeal is accepted, the student and his parent must sign a Memorandum of Understanding (provided) accepting the above conditions, after which the student may enroll in the course, subject to normal limitations of the scheduling process.

Upper School Online Courses

Online courses are offered to Lakeview Upper School students through the Georgia Virtual School (GVS), a SACS-accredited division of the Georgia State Department of Education. These courses do NOT replace Lakeview courses, but rather serve as additional electives to enrich the offerings at Lakeview. A student in an online course will have a teacher overseeing his or her progress just as in a Lakeview courses. These courses are subject to specific rules and restrictions, which are found on www.lakeviewacademy.com (On Campus > Upper School).

Upper School Course Drop/Add

Schedule changes are permitted until the day following the first Interim Grading Report each semester. If a student has received the courses that he or she requested, then changes to that schedule are made at the school's discretion and then only with parental permission. In general, such changes are made only when they improve the balance between classes. After the drop-add period, students are not permitted to change their schedule, except under circumstances deemed by the Division Director to be exceptional; withdrawals in such cases will result in a grade of WP (Withdrawn Passing) or WF (Withdrawn Failing) appearing on the student's transcript. As a rule, withdrawals are not permitted from AP classes.

Independent Study Courses

On rare occasions, it may be desirable for a student to earn credit for a course through Independent Study when a normal class cannot be scheduled. In such cases, a written Independent Study Contract must be completed and signed by the student, parent, teacher, Department Chair, and the Division Director. The contract will specify the curriculum, grading criteria and performance criteria, and the consequences of failure to meet criteria.

Upper School Rules for Study Hall

1. Come to Study Hall prepared to study.
2. Conduct *yourself* in Study Hall in a way that allows you and everyone else to study.
3. Games and cell phones are prohibited.
4. Headsets may be used, at the Study Hall teacher's discretion, to listen to music as long as the volume is turned down so that no one else can hear.
5. Laptop use must follow school rules and procedures.
6. You may check your e-mail for the first 5 minutes of the Study Hall.
7. Any inappropriate use of your laptop will result in your losing laptop privileges.
8. Do not leave the room without asking permission. Only go where you say you are going.
9. If you want to see another teacher during Study Hall, plan ahead and bring a note from that teacher to Study Hall requesting that you be allowed to meet.
10. If you come to Study Hall late because you were with another teacher, bring a note from that teacher.
11. For students with study-out privileges, remember you must sign out each time you use your study-out privileges. Failure to do so will result in losing your privileges.
12. Study Hall is for studying or reading, not for talking, playing, or sleeping. Come to Study Hall prepared to study. Consistent failure to come prepared to study may result your being assigned extra work to do.
13. No food or drinks are allowed in Study Hall, with the exception of bottled water.

Middle School Rules for Study Hall

1. Arrive on time and with all your necessary assignments and study materials.
2. Bring reading material for after you complete your work.
3. Listening to headphones is permitted, as long it does not distract others.
4. Do not leave the room without asking permission.
5. Conduct yourself in a way that allows you and everyone else to study.

ASSESSMENTS

Major Tests, Papers and Projects

A major **test** is usually defined as an assessment that covers two or more weeks of work and is typically designed to take the whole period to complete. Major papers and projects are the often equivalent of major tests. Teachers use a common test calendar to attempt to schedule no more than two (2) major tests or papers for one day. This calendar is available at www.lakeviewacademy.com.

Examinations

In Middle and Upper School, students take **examinations** at the end of each semester. The purpose is to require students to review and assemble the knowledge and skills acquired during the semester. Daily work and steady academic growth are important, as is the ability to organize, review, and express the learning achieved in a few months. Exams are weighted progressively as follows:

| Grade | Semester Exams Counts |
|--------------|---------------------------|
| 6 | 10% of the semester grade |
| 7 | 15% of the semester grade |
| 8 through 12 | 20% of the semester grade |

The time allotted for each exam is two hours, and students may take two exams each day. In order not to disturb classmates, students are required to stay the whole exam period.

Examination Exemptions

Students in grades 11 and 12 may be exempted from second-semester final examinations at the teacher's discretion. The following conditions must be met to be eligible for exemption:

- The overall un-weighted grade in the class for first semester must be at least 90.
- Overall 2nd semester un-weighted grade average in the class at the time of the final examination must be at least 90.

GRADING

Lower School Grading

Lower School teachers understand that young children progress along a continuum as they develop skills and concepts in the different subject areas. Emerging readers become stronger readers over time, young scientists build upon their curiosity to gradually understand science connections, and pattern-makers in Pre-K and Kindergarten ultimately multiply and divide fractions. Each child works at his or her own pace developing these understandings and skills. In our grading, we work to give parents an accurate picture of your child's progress along these different continuums. Report cards and progress reports note this progress and give direction for moving to new skills.

Lower School Report Cards/Progress Reports

Report cards, called Progress Reports for Lower School students, are issued at the end of each semester. Assessment is an ongoing process and parents are welcome to seek information concerning student progress at any time. The current reporting calendar is given below:

- Fall Parent/Teacher Conference
- Fall Interim Report
- First Semester Progress Report (Late December)
- Winter Interim Report
- Spring Parent/Teacher Conference
- Second Semester Progress Report (Early June)

Pre-K through 1st Grade

Pre-K and K report cards provide information in the form of a developmental skills checklist. Teachers report the student's progress by indicating if the pre-school skills being evaluated have been mastered or need further development. First graders are not given letter grades, as this year serves as a transition from the skills checklist in preschool to the more traditional letter-grade evaluation system. First grade progress reports include a rating scale and a developmental checklist.

Grades 2 through 5

In second through fifth grades, the academic areas of study are given letter grades to indicate progress made. Enrichment subjects such as art, technology, drama, foreign language, music, physical education, as well as effort, citizenship, and work habits are evaluated as follows:

- 4 = Excellent, exceeds expectations
- 3 = Satisfactory, meets expectations
- 2 = Needs Improvement
- 1 = Unsatisfactory

All formal reports of progress are mailed to the parents and copies are made available upon request from the Registrar.

Middle and Upper School Grading

Grading Philosophy in Middle and Upper Schools

Grades should be interpreted as follows: A is for outstanding work, which shows mastery of the material as well as original insight. B is for commendable work, which shows near mastery of the material. C is for satisfactory work, which shows basic competency with some significant weaknesses. F is for unacceptable work.

Grade Reports

Semester grades are mailed home at the end of each semester and made available online through a password-protected service accessed through the Lakeview website. Interim Progress Reports are made available online seven times each semester. Each semester grade is determined by grades earned during the semester and the semester exam. The final grade for a semester course is the semester grade. The final average for a year-long course is obtained by averaging the two semester grades.

Grading Scale

Achievement

90-100 = A

80-89 = B

70-79 = C

Below 70 = F

I = Incomplete

P = Passed

F = Failed (in a Pass/Fail
course)

Effort

4 = Excellent

3 = Good

2 = Fair

1 = Weak

Conduct

E = Excellent

S = Satisfactory

N = Needs Improvement

U = *Unsatisfactory*

WD/P= Withdraw Passing

WD/F= Withdraw Failing

Credit is not granted for a grade below 70.

Extra Credit

Lakeview discourages teachers from offering extra credit work. In a course in which extra credit is easily available, students may slight their daily work and plan to recover at the end of the grading period with extra credit. This practice diminishes long-term learning. A student who is failing should not expect to be allowed to do extra-credit work at the end of a grading period in order to pass.

Incomplete Grades

A grade of incomplete (I) recorded on a report card must be removed by satisfying the necessary work requirements set by the teacher in writing. Incomplete work should be made up within two weeks of the student's return to school unless specific other arrangements approved by the Director are documented in writing or email. Failure to complete these requirements in the time allotted may result in a grade of zero. Grades will be computed at the deadline even if the work remains incomplete.

Middle & Upper School Academic Probation

A student is on Academic Probation for the following semester in these cases:

- At the end of the first semester, the student has failed two courses.
- At the end of the second semester, the student has failed a total of two courses for the semester or the year.

A student on Academic Probation is ineligible to participate in any performance or interscholastic competition until the first grade report of the semester. The student may then regain and retain eligibility by passing all courses on this and subsequent grade reports. If the student on Academic Probation does not pass all courses on a grade report, he or she is ineligible until the next grade report.

A student who remains on Academic Probation for two consecutive regular school-year semesters may be dismissed from school.

In Middle School, students who fail one academic course for the year are required to complete work during the summer to correct deficiencies.

Dismissal

Middle School Students who fail two academic courses for the year are not promoted to the next grade and may be dismissed. Upper School students who fail a total of three subjects for the year, second semester, or a combination of these are subject to dismissal.

Students who have been on Academic Probation for two consecutive semesters are subject to dismissal.

It is unusual for a student to repeat a grade at Lakeview.

Middle and Upper School Honor Rolls

The Headmaster's List and Director's List are compiled from achievement for each semester. Students qualify by meeting the following criteria:

Director's List

Weighted Academic GPA of at least an 85
No grade below 70

Headmaster's List

Weighted Academic GPA of at least 90
No grade below 80

Students who earn a place on one of the honor rolls receive an award ribbon and are recognized at a special assembly. In the Upper School, students may choose to return their award ribbon to the office following the assembly and, after two consecutive semesters on an honor roll, receive instead an Academic patch and two stars for their school letter jacket. Thereafter, an additional star is awarded for each time the student makes an honor roll. (See www.lakeviewacademy.com > On Campus > Upper School for details on letters, patches and jackets.)

GRADE DISPUTES

Grade questions and disputes must be resolved within 30 days.

GPA, CREDIT, AND RANK

Middle and Upper School Grade Point Average (GPA)

Report Cards contain numerical averages on the 100-point scale that represent an assessment of the student's skills and knowledge. The Grade Point Average (GPA) is determined by computing an overall average for each course included in a particular type of GPA, adjusted for the course's credit (e.g. .5 unit, .25 unit, etc.). The average reported for *each* course on transcripts, report cards, and interim reports is the original earned score with no weight.

The following three GPA designations are included on a report card at each semester.

1. All Course GPA (every course – Upper School only).
2. Academic GPA (core) - Academic courses are Literature/Composition, Poetry, Economics, Government, Foreign Language, History, Ethical & Psychological Practices, Math (except Personal Finance) and Science. All others are non-academic.
3. Weighted Academic GPA (core – Upper School only) – Same as Academic GPA, except that courses designated as Honors or Advanced Placement receive an added value in determining the weighted GPA. See “Weighting for Honors and AP courses.”

In addition to the above, the transcript also shows the cumulative (All grades) GPA.

Upper School Academic Weighted GPA

The Academic Weighted GPA is used to determine yearly academic awards, honor rolls, and other special recognitions that are GPA based such as valedictorian, salutatorian, and graduation with honors. The weighting is added within the Senior Systems student records software and is not incorporated into the teachers' software grading system. The numerical average reported for *each* course on transcripts, report cards, and interim reports is the original earned score with no weight.

The HOPE Scholarship Program's GPA computation may not be the same as that used by Lakeview. Complete information about the HOPE Scholarship for high school graduates is available through the Georgia Student Finance Commission's website www.gacollege411.org

GPA for Retakes

Under all circumstances, failed courses appear on the student's transcript.

If a student fails a course and repeats the course, the grade earned in the repeated course and the original failed grade both appear on the transcript and are both counted in GPA calculations. If a student passes a course and takes the same course again to improve his understanding, both grades will appear on the transcript and both will be calculated into the GPA, though credit can only be awarded once.

Credit

Credit is awarded by semester, except as noted in the following paragraph. If a student completes a semester of a year-long course with a passing grade, he or she receives credit and a grade for the semester of work (normally one half of a unit).

The exception to the above rule is that if a course is a year-long course and the student fails one semester AND the average of the two semesters of work calculated to the nearest hundreds digit is passing, the student will be awarded credit and that average grade for each of the two semesters.

Awarding Non-Lakeview Credit

Below are the rules for transfer credit, including remedial credit and new credit:

- A Lakeview student wishing to take a course at another institution for Lakeview credit should obtain written permission from Lakeview in advance, so there is a clear understanding about whether the transfer credit will be accepted by Lakeview.
- Targeted Remediation: In some circumstances it may be possible for a Lakeview student to remediate a failed course at Lakeview during the summer through tutoring or summer classes (for a fee), subject to teacher availability. The student will follow a remediation plan set forth by the former teacher of the failed class or the Director; tests on the remediated material will determine the grade earned. The remediation will be reflected in the recalculated transcript grade, replacing previous unsuccessful work with remediated work.
- A Lakeview student may take a course at an NAIS (National Association of Independent Schools) member school, and the earned credit and grade will be accepted as transfer credit, provided Lakeview determines that the course corresponds favorably to the content, rigor and course of studies offered at Lakeview. Examples of NAIS schools: Darlington, Riverside Military Academy.
- If a Lakeview student takes a course at an institution that is accredited by SACS or one of its regional affiliates but is not an NAIS member, Lakeview may require the student to take a

Lakeview mastery exam for the course in order for the course to be counted for Lakeview credit or in order for the course to count as a prerequisite to any following courses at Lakeview, OR Lakeview may not accept the credit if Lakeview determines that the course does not correspond to the caliber, rigor and course of studies offered at Lakeview. Examples of SACS-accredited, non-NAIS schools: Hall County schools, Gainesville High School, Forsyth County schools.

Upper School Class Rank

Like many independent schools of our size, Lakeview does not rank students because of its marginal value in distinguishing relative achievement levels of our students in the college admission process.

GRADUATION REQUIREMENTS

A minimum of twenty-two and one-half (22½) units of credit must be earned during the ninth through the twelfth grades including the following:

| Required Coursework | Units |
|--------------------------------|-----------------------------------------------|
| English | 4 |
| Mathematics..... | 4 |
| Science | 3* ¹ |
| Social Studies..... | 3 |
| Foreign Language | (Completion of the third year) * ² |
| Computer Applications | ½ |
| Performing or Visual Arts..... | ½ |
| Physical Education..... | ½ |
| Community Service | 60 hours during grades 9 through 12 |

*¹ All students must complete Physics, Biology, and Chemistry.

*² All students must complete the third year of a foreign language. If the first year is completed in eighth grade or exempted through testing, this means that only two more years of that foreign language are needed during high school.

ATHLETICS & OTHER ACTIVITIES

SPORTSMANSHIP

Part of Lakeview Academy's mission is to provide an atmosphere of mutual respect and personal responsibility. Coaches are responsible for the sportsmanship of their players and should model excellent sportsmanship themselves. Each coach will be pro-active by setting standards that clearly identify what behavior is expected and permissible. Lakeview does not tolerate taunting, trash talking, or fighting. Parents and fans of Lakeview athletes are to support our teams by cheering for our team, not against the opponent, not criticizing the officials, and not criticizing the coaches and the players. Fans not demonstrating good sportsmanship may be asked to leave the event. Students and coaches must follow sportsmanship guidelines set forth by the National Federation of High Schools and the GHSA and are subject to clearly defined penalties for poor sportsmanship. Please refer to the GHSA handbook for additional information.

LOWER SCHOOL ATHLETICS

Lower School students often participate in sports through independent recreational leagues.

Lower School students from ages 8 through 12 may play on a Lakeview Academy basketball or baseball team through the Hall County Parks and Leisure Services. Students ages 9 through 12 may play tackle football through the Hall County Parks and Leisure Services. Information about sign-ups is sent home.

Intramural programs will be provided in basketball for grades Pre-K – 2nd. A flag football league is also available for grades K – 2nd. League play is open to any student. The league coordinator uses other parent volunteer coaches and outlines the procedures for ensuring that the program be both skill building and fun for the students. Games are played in afternoon sessions during their respective seasons.

MIDDLE AND UPPER SCHOOL ATHLETICS

Middle School and Upper School Students are only allowed to participate in one sport per season. Exceptions will only be permitted if there are not enough players to make a team. All exceptions must be approved by the Athletic Director.

Fall Sports

- Football
- Cheerleading
- Girls' Volleyball
- Girls' & Boys' Cross Country

Winter Sports

- Boys' & Girls' Basketball
- Cheerleading

Spring Sports

- Boys' Baseball
- Boys' & Girls' Golf
- Boys' & Girls' Soccer
- Boys' & Girls' Tennis

Athletic Participation Philosophy

The philosophy of the Lakeview Academy Athletic Department is to provide the opportunity for our 7th through 12th grade students to participate in as many interscholastic athletic activities as possible. While some of our sports require a limitation of numbers, others are open to all. The number of interested participants per team will dictate whether cuts are made. In the event there are not enough 7th and 8th grade students to make a Middle School team, we may ask the 6th grade girls or boys to participate. This

decision will be made within the first week of practice by the Athletic Director. We encourage our students as well as our parents to be aware of opportunities to participate and take advantage of them.

Middle School and Upper School students may drop out of a sport after the first week of practice without penalty. Beginning with the second week of practice, if a player drops out of a sport he or she will be ineligible to participate in another sport until that season and post-season are complete.

Athletic Department Goals

The primary goals of the Lakeview Athletic Programs are to develop the whole student and to achieve a personal level of excellence in the areas of fitness, team commitment, and sportsmanship. Athletics is one of the most significant tools in the educational process of character development and helps to encourage students to lead by example.

Athletic Events

In the interest of safety, students attending after school activities (i.e. sporting events, parent/teacher conferences, scouts) should remain in attendance at the event or activity at all times. They may not roam the campus, enter other buildings or play on the playground. Students attending basketball games may not play in the elevator or in the weight room.

There will be no “passes out” of athletic events. Anyone who leaves an athletic event will not be re-admitted to it.

Parents with children at athletic events should ensure their children remain at the venue and do not wander away to off-limits locations. The school does not provide supervision or security on campus outside the event venue.

UPPER SCHOOL INTERSCHOLASTIC COMPETITION

Athletic Competition

Interscholastic competition conforms to requirements of membership in the Georgia High School Association (GHSA) and Lakeview Academy. Lakeview participates in Region 8-A. Please refer to “Middle and Upper School Probation and Eligibility.” Lakeview Upper School athletic programs are governed by GHSA. Please contact the Athletic Director about information on GHSA.

Non-Athletic Competition

Activities sponsored by the Georgia High School Association provide an opportunity for students in grades 9 through 12 to compete in drama, public speaking, academic writing, spelling, music, debate, and home economics. Lakeview students participate in region and state competition in One-Act Play in the fall, Debate in the winter, and in Literary (essay, dramatic interpretation, extemporaneous speaking, spelling, solo, trio, and quartet) in the spring. Interscholastic competition conforms to requirements of membership in the Georgia High School Association (GHSA). Lakeview participates in Region 8-A. Please refer to “Middle and Upper School Probation and Eligibility.”

MIDDLE AND UPPER SCHOOL ELIGIBILITY AND PROBATION

Students are not permitted to participate in extracurricular activities, including practices and competitions, on a day they are not present for school (see Attendance section for definition of “present”). A medical appointment or legal obligation, verified by a doctor’s note or legal notice, would constitute an exception to this rule.

A student on Academic Probation is subject to restricted eligibility for any performance or interscholastic competition. See Academic Probation for details.

Ineligible students are encouraged to continue practicing in most instances.

Upper School students must comply with the Georgia High School Association eligibility rules to participate in GHSA events. GHSA governs competition among member schools in athletics, debate, one-act play, and literary competition. Eligibility to participate in interscholastic competition is determined both by GHSA Constitution and By-Laws and Lakeview Academy Rules. GHSA rules include the requirement that a student must pass at least five courses. A student in doubt about his or her eligibility should obtain the rules from GHSA and discuss them with the School Counselor or Athletic Director.

PARTICIPATION IN PERFORMING ARTS AND SPORTS

We encourage every student to be involved in a performing arts activity. Our drama productions, forensics team, and choral performances all offer rewarding experiences, and success in these areas is a source of pride for our school. We also encourage every student to participate in one sport or more. Many students, for example, participate in both drama and sports, which is commendable.

Problems can arise, however, when the rehearsal schedule of the performance activity and the practice schedule of the sport are in conflict. For that reason we do not encourage students to attempt a play and a sport during the same season. We also urge students to consider the demands of their academic course loads. If the rehearsal schedule is flexible or the student has a relatively small part in the play, the director and coach may be able to make an allowance for a student to be in both. However, neither the production director nor the coach can be expected to alter the schedule of many to suit the needs of the few. If a student wishes to participate in a play and a sport in the same season and the director and coach agree to the proposal, the student must see the Upper School Director and write a Memorandum of Understanding. It must 1) describe what schedule the production director expects the student to follow and 2) describe what schedule the coach expects the student to follow. The memorandum must be signed by the student, a parent, the production director and the coach, and a copy of it must be filed with the Middle or Upper School Director.

PROGRAMS AND SERVICES

COUNSELING IN LOWER SCHOOL

In the Lower School we are aware that a student's social, emotional, and developmental health are important factors in his academic growth. To promote a well-rounded student guidance sessions are provided to help students deal with developmental and school-related issues. These sessions can be scheduled individually as requested by parents or teachers or take place as needed when particular issues arise. Students evaluated to need ongoing counseling sessions will be referred for further treatment through an outside professional. Guidance lessons are also taught within the classroom to address age appropriate developmental issues.

COUNSELING IN MIDDLE AND UPPER SCHOOL

Advisory System

Every student is assigned one advisor for all three years of Middle School and one for all four years of Upper School. The Advisor

- Monitors the student's academic progress.
- Assists with curricular and extracurricular choices.
- Communicates with parents about information and concerns affecting the student.
- Represents the student in academic or disciplinary situations.
- Advises on personal matters, if requested.

Advisors meet formally with their advisory groups a minimum of twice a month, more often if required. Advisors also sit with their advisees during assembly. Advisors also gain valuable information twice a year at a Connection Meeting in which all faculty members (including teachers, coaches and activity sponsors) discuss each child's strengths and weaknesses.

The Advisor should be the parents' first point of contact whenever there is a general question or problem.

Connection Meetings

Connection Meetings were established in 2007 by the school administration. Every Lakeview student is discussed to help ensure his/her connection to the school in this confidential meeting. All faculty members (including teachers, coaches, and activity sponsors) discuss each child's strengths and weaknesses twice a year and gauge a child's sense of community here at Lakeview.

College Counseling

A systematic program of college counseling is coordinated by the College Counselor. Information sessions, small group discussions, and workshops for the students and parents are provided to help in the formulation of realistic college plans. College trips are also offered.

Lakeview provides online access to college information and college application documents. Upper School students and parents are provided access codes and encouraged to log on regularly to learn about college representative visits to campus, area college fairs, summer programs, and other available services.

Guidance Counseling

Lakeview Academy is concerned with all phases of students' development and provides guidance counseling on an ongoing basis as well as in response to student's or parent's concerns. Counseling appointments can be made by calling the Guidance Counselor for your child's division.

DEVELOPMENTAL AND ACADEMIC SUPPORT SERVICES

Research by neurologists and other professionals confirm that children learn in many different ways. Understanding these differences makes Lakeview Academy more effective in preparing students to become successful, independent learners. Consistent with this research, Lakeview offers a variety of support services to reflect awareness of differences in learning styles as students pursue the school's rigorous college preparatory curriculum. A comprehensive list of guidance and support services can be found on the Lakeview website, www.LakeviewAcademy.com > About Lakeview > Lower, Middle, and Upper School > Guidance and Support Services.

Speech and Language Services

Evaluation and remediation of communication disorders: A certified Speech and Language Pathologist serves the Lower, Middle and Upper Schools in working with students who have speech needs (articulation, stuttering, etc.) and receptive and expressive language needs (phonology, syntax, semantics, and pragmatics, etc). A referral process is in place for this service.

Applied Studies

In the Middle and Upper Schools, a certified learning specialist works with students in a structured, directed-study class utilizing the regular curriculum to promote study strategies, organizational techniques and meaningful test preparation. A referral process is in place for this service. No credit or grade is received for Applied Studies, though conduct and effort are reported on the Interim Grade Reports.

Since Lakeview Academy is committed to the success of each student, we believe that additional support is necessary if a student appears on the Danger List (i.e., a grade below 75).

There is a charge for the Applied Studies program. If a Middle or Upper School student has not previously enrolled in Applied Studies, the charge for the initial enrollment period is substantially reduced.

Students with two grades on the Danger List receive first priority for enrollment in Applied Studies, and they will be expected to enroll. After the initial two grading periods, Applied Studies is charged at the regular rate.

Special Studies

Students with a current psycho-educational evaluation that identifies learning disabilities, Attention Deficit Disorders, or language disorders may qualify for this program. It involves an Individualized Academic Program for remediation of skills and/or subject support. An Educational Plan is written for each student. Testing adaptations can be offered. **However, all students must be able to achieve in the curriculum offered at Lakeview Academy.**

There are two levels of Special Studies: Lab Classes and Support Classes. Lab classes present a very structured research-based program designed for students who have difficulty with reading and written language in the areas of decoding and spelling. Two certified Wilson instructors teach the Wilson Reading System in lab classes. Lakeview has seven Certified Wilson Teachers throughout the school.

Support Classes serve students with diagnosed disabilities who need additional diagnostic instruction, organizational strategies and study skills. They may have various testing adaptations as well as instructional adjustments in the Lower School. Two certified Learning Specialists serve the Lower, Middle and Upper schools. A referral process is in place for the service.

A referral/review process determines the level and type of support services a student needs. The first step in the process occurs when a teacher or parent concern is expressed about a learning issue of the student. A parent conference is held and strategies are put in place to address the issue. A referral form documents this process. If the strategies are not successful, further assessments may be needed. Psychological evaluations are completed privately. Speech and language assessments are completed in house. Results of these assessments are reviewed and a staffing is held for services if appropriate. Entry into any support program at Lakeview requires a meeting of parents, teachers and the student (Middle, Upper) involved.

Support services play an important role at Lakeview Academy. Not only do students receive direct benefit from the additional assistance, but the teachers also receive training and information about the learning styles of their students. Learning specialists and classroom teachers stay in close contact to assure clear communication regarding the student's progress. No credit or grade is received for Special Studies, though conduct and effort are reported.

HOMework LAB

The Middle and Upper School Homework Lab meets the needs of students who benefit from a structured, after-school, study setting. It is not intended to be a “babysitting” service; students attending the Homework Lab find a distraction-free environment, supervised by a faculty member, in which to complete homework. The Homework Lab is available Monday through Thursday in the Middle School and the Upper School at posted times. The Homework Lab is not available on Friday, so all students should be picked up by 3:30 p.m..

TUTORING

Teachers make reasonable efforts to schedule tutorials before school, after school, or during the day for students who are having academic difficulty. There is no additional charge for such tutoring.

Students who are experiencing academic difficulty should first seek guidance from the teacher and their advisors. In cases where parents and the students have consulted the advisor and the teacher, and have verified that a tutor is needed, a tutor may be hired. This may be handled through Lakeview’s Support Services Department or by private arrangements; in the latter case, Lakeview does not assume responsibility for the competence of such tutors or for their compensation.

Lakeview faculty members do not tutor for compensation students whom they are teaching.

COMMUNITY SERVICE

Lakeview Academy is committed to community service. Through active involvement with others in our community, students learn the value of service and the need to take responsibility for their community. Compassion for other human beings is reinforced through community service and helps build the foundation for a lifelong commitment to service

Students in grades nine through 12 must complete a minimum of 15 hours of service each year for a total of 60 hours for graduation.

Each year the 15 hours may be volunteered entirely to a community project outside of school and the student's family and personal commitments; for example, a religious community, Boy Scouts, etc. Or, up to five hours may be volunteered to the school community and up to five hours may be volunteered to other communities of which the student is already a member. A minimum of five hours each year must be volunteered to a community project outside school and the student's current involvement. Students should check with the Community Service Coordinator to make sure a service project meets the requirements.

For credit toward the community service requirement students must fill out a Community Service form and turn it in to the Upper School Office **no later than one week after the service has been completed**. Service over the summer must be turned in no later than one week after the beginning of school.

Lakeview encourages students to volunteer more than 15 hours each year, and to turn in community service forms for all service donated to others in school or elsewhere. A full record of student hours turned in will be part of each student's final transcript.

Students may work ahead over the summer for a year's requirement, but each year, from June to June, each student is required to complete 15 hours of service to establish a regular habit of awareness, responsibility, and service.

Students with twice the required hours receive the Pat England Service Distinction at graduation. See the details of this recognition at www.lakeviewacademy.com (On Campus > Upper School > Awards & Honors).

EXTENDED LEARNING

The Lakeview Extended Learning program provides each child with care from trained professional teachers and trained child care assistants. The beginning hours of our program are 12:00 noon for Pre-K, 2:15 for Pre-K PM, Kindergarten, 1st, and 2nd grade, and 3:15 p.m. for 3rd, 4th and 5th grade students. Extended is available each day until 5:30 pm. We are a licensed facility meeting both state standards and our own standards to provide a quality program for your child. In order to continue to provide this service to the growing number of children enrolled in our Lower School and to continue to meet the required standards of teacher: student ratio and room capacity, we must know in advance how many children to expect each day.

For this reason, we use a pre-registration format. Parents are asked to complete the sign up sheet and turn in to the homeroom teacher on Mondays of the week your child will need to be in Extended. When filling out the sheet, please write down the time you plan to pick up your child on the days Extended is needed. Sheets that are turned in on Mondays will be billed at the lower pre-registration price, and sheets turned in after Monday will be considered at the drop-in rate. There will also be a one time registration fee that will be included in your first monthly billing statement from the Business Office.

You will be billed for the hours you sign up for, even if your child does not attend. If your child is in attendance longer than the hours signed up for, then you will be billed at the drop-in rate for time exceeding the original hours you signed up for. Students who stay past 5:30 p.m. will be charged a late fee of \$10.00 per quarter hour. We will staff Extended Learning based on pre-registered students each week. There will be no reduction in fee if a child is not in attendance. Extended Learning revenues and expenses are reviewed each year as part of the normal budget process. We try to keep the rate as low as possible as a benefit to all parents that utilize the service.

Extended Learning direct line: 770-531-2614

Extended Learning cell phone: 770-287-2872

FIELD TRIPS

Field trips are made to sites of historical significance, governmental agencies, science centers, art exhibits, theatre presentations, and other places of interest. Educational experiences are the first priority in field trip planning. Teachers work together to plan trips that best address the maturity and interest level of the students. In Lower School, the Division Director and teachers must often limit field trip requests that are submitted for pre-school Super Kid or VIP weeks due to the interference with class time. Parents are asked to cooperate by planning for special guests or visitors to come to the classroom rather than to make plans for field trips. For safety purposes, parents are asked not to bring siblings or guests on field trips.

School transportation is used for field trips. Lakeview's transportation and instructional staff are provided with procedures for planning safe field trips. Please see the section on transportation (page 16) for a full list of bus conduct rules that apply to all students.

Field trips requiring admission fees are billed through the Business Office.

Students on Academic Probation must meet eligibility requirements to leave school for field trips (see Academic Probation, page 29).

Chaperones

Lakeview welcomes chaperones that would like to participate in field trips; however, for the safety and education opportunities of our students to be fully met, we ask that all chaperones adhere to the following guidelines:

1. Adults who sign up as chaperones must ride the bus with the group.
2. For safety purposes, parents are asked not to bring siblings or guests on field trips.
3. All students assigned to a chaperone's group must be within eyesight at all times.
4. Chaperones need to be familiar with the Transportation conduct rules and general field trip information found in the school handbook. The teacher may have additional field trip rules and instructions to which the chaperone will need to help the students adhere.
5. Chaperones are asked to give their own child spending money for the field trip prior to beginning their duties. This is to avoid other children viewing the chaperone as a source of money or feeling "left out" of some opportunities. For younger students, it should be decided by the teacher what treats or souvenirs should be purchased for the children. I.e. for the Dinosaur exhibit at Elachee, each child receives the same "dinosaur packet." This is determined and ordered ahead of time and charged to the parents.
6. Students are required to be in uniform when attending off-campus events. Special exceptions to this rule will be sent to parents in advance. It is with this in mind that parent chaperones are asked to dress in accordance with attire that is appropriate for the venue that is visited.

MIDDLE AND UPPER SCHOOL TRIP WEEK

Meaningful learning takes place both in and out of the classroom, so Middle and Upper School students are exposed to opportunities away from school that allow them to experience each other, their community, and their studies in a different light. Annual class trips taken during the week of Trip Week are designed by grade-level teachers to meet curricular objectives.

Trips are **not** optional. They are a required part of the Lakeview curriculum unless there is a religious reason, doctor-verified illness or physical limitation, or school-imposed reason.

CLUBS AND ORGANIZATIONS

Lakeview Academy students are encouraged to become involved in school clubs and organizations. For a more detailed explanation of each club or organization, please refer to Lakeview 101 or the website, www.lakeviewacademy.com.

Lower School

- Chorus
- Drama
- Dirt Dogs Gardening Club
- Odyssey of the Mind
- PALS
- Student Council

Middle School

- Academic Bowl
- Board Game Club
- Book Clubs
- DJ Club
- Drama
- Fantasy Sports Club
- Fellowship of Christian Students
- Junior Beta Club
- Music Club
- Service Club
- Student Council

Upper School

- Academic Bowl
- Debate
- Fellowship of Christian Students (FCS)
- International Thespian Society
- Key Club
- National Art Honor Society
- National Forensic League
- National Mathematics Honor Society
- National Spanish Honor Society
- Newspaper
- Senior Beta Club
- Spirit Club
- Student Council
- Yearbook

ANNUAL AWARDS

Lower School

The Lower School Recognition Assembly is held in the spring and other awards or commendations are noted during school assemblies throughout the school year. Awards are given in the different enrichment areas.

Fifth grade awards are presented at their Promotion Ceremony in May.

- Art Awards
- National Fitness Awards
- Community Awards
- Faculty Award
- President's Award for Educational Achievement
- President's Award for Educational Excellence
- President's Physical Fitness Awards
- Reading Counts

- Math League Annual Mathematics Contest
- Perfect Attendance
- Science Awards
- Spanish Awards

Middle School

The Middle School athletic honors and awards are presented at special assemblies during the year.

At the end of each school year, Middle School students who have distinguished themselves in various activities and areas of achievement are recognized at the 8th Grade Promotion or Awards Assembly. For awards that are tied to grade point averages, the GPAs are based on the third quarter grades (i.e., the mid-semester-two grade report). Descriptions and eligibility information for the following honors and awards are available on the Lakeview website (On Campus > Middle School > Awards):

- Academic Achievement Awards
- Community Awards
- Daughters of the American Revolution Good Citizen Award
- Departmental Awards
- Duke Talent Search
- Eleanor H. Horner Academic Achievement Award
- Merit Awards
- Middle School Citizenship Award
- Mike Smith Middle School Scholarship
- National Junior Forensics League
- President's Award for Educational Excellence

Upper School

Athletic honors and awards are presented at special assemblies and at athletic banquets.

Academic and service honors and awards are presented at special honors assemblies and, for seniors, at Senior Recognition Night. For awards that are tied to grade point averages, the GPAs are based on the end-of-year grades. Descriptions and eligibility information for the following honors and awards are available on the Lakeview website (On Campus > Upper School > Awards):

- Academic Excellence Award
- Academic Merit Award
- Athletic Cup
- Daughters of the American Revolution Good Citizen Award
- Departmental Awards
- Faculty Cup
- Furman Scholars Program
- Georgia Certificate of Merit
- Georgia Scholar Program
- Governor's Honors Program
- Hall County Youth Leadership Program
- Honor Graduate
- Langston Cup
- National Merit Scholarship Program
- Optimist Youth Leadership Recognition
- Presbyterian College Junior Fellows
- Rotary Cup
- Robert C. Byrd Honor Scholarship
- Salutatorian
- Pat England Service Distinction
- H. Ferrell Singleton Cup
- Star Student/Teacher
- The Times Academic All-Stars
- United States Senate Youth Program
- Valedictorian
- Wofford Scholars Program

EXPECTATIONS

HONOR CODE

Lakeview students will not lie, cheat, or steal, or approve of those who do.

HONOR COUNCIL

In 2006, student representatives wrote and submitted the Honor Code to the Board of Trustees, who approved it as school policy. Subsequently, the Upper School student body voted to adopt the Constitution of the Honor Council. Students in the Upper School agree to abide by the Honor Code, and the Honor Council educates the student body and, when necessary, tries cases.

Students in Lower and Middle Schools are also taught the principles of the Honor Code and encouraged to live by them.

Constitution of the Honor Council of Lakeview Academy

Article 1: Name

The name of the governing body will be the Honor Council of Lakeview Academy.

Article 2: Purpose and Scope

The students and faculty of Lakeview Academy have established an Honor Code in order to create an atmosphere of trust. The goal is to live as trustworthy people in an honorable community. Students assume the responsibility of teaching the Honor Code, living by it, and enforcing it.

Article 3: Honor Code

Lakeview students will not lie, cheat, or steal, or approve of those who do.

Article 4: Definitions

In the Lakeview community, lying, cheating, and stealing violate the Honor Code and cannot be tolerated.

Lying: Purposely misrepresenting the truth.

Cheating: Giving or receiving unauthorized help on a test or graded assignment, or submitting the work of another as her or his own.

Stealing: Taking another's property without permission and with dishonest intent.

The Honor Code prohibits the discussion of a test by those who have completed the test in the presence of anyone who is to take the same test.

The Honor Code prohibits unauthorized collaboration outside of class on graded work. Students who are unsure about what outside help is authorized on an assignment are responsible for requesting clarification from their teacher.

The Honor Code prohibits the possession of materials which could be of unauthorized assistance during testing.

The Honor Code prohibits plagiarism as a form of cheating, because the plagiarist takes the words or thoughts of others and presents them as original.

The Honor Code prohibits forging the signature of any person.

Article 5: The Pledge

Each student entering the Lakeview Academy Upper School must sign the *Lakeview Book of Honor* in a public ceremony. The signature indicates the student's willingness to abide by the Honor Code while at Lakeview Academy.

Article 6: Council Duties and Membership

- A. The Honor Council educates the student body, tries cases, and recommends punishment.
- B. The Honor Council is composed of eight members: two seniors, two juniors, two sophomores, and two freshmen. All members are elected to one-year terms by their classmates in a special Honor Council election. The faculty nominates three students for each Honor Council position, and then students from each grade vote to elect their Honor Council representatives. Each spring the newly elected honor representatives will elect from among themselves the Honor Council president for the next school year. The president chairs honor hearings.
- C. The Honor Council members are in positions of special trust and responsibility. The Honor Council will closely govern its members' conduct and performance using formal procedures. Honor Council members who fail to perform their duties adequately and who fail to respond to the Honor Council's internal sanctions may be subject to removal from the Council by a unanimous vote of all other Council members and with the agreement of the faculty advisor to the Council. A dismissed representative will be replaced by the person who had the next highest number of votes in that class's previous Honor Council election.
- D. The Honor Council faculty advisor is appointed by the Headmaster. The advisor supervises the meetings and hearings, communicates with parents, keeps records, and presents recommendations from the Honor Council to the Headmaster. The advisor does not vote in honor hearings but does observe and advise the Honor Council, ensuring that meetings and hearings are run properly and that the Constitution of the Honor System is followed.

Article 7: Procedures

- A. Reporting Offenses
 - 1. A student who violates the Honor Code is expected to report her or his violation to the Honor Council.
 - 2. Students should discourage violations and should encourage those who violate the code to turn themselves in. Students are encouraged and faculty members are expected to report violations.

3. Violations may be reported to any member of the Honor Council or faculty.

B. Reviewing Accusations

1. When a violation is reported a screening committee will determine whether or not the case will come before the full Council.
2. The screening committee is composed of the Honor Council president, the Honor Council faculty advisor, and the Upper School Director.

C. Handling Cases

1. When students appear before the Honor Council, they may be accompanied by their faculty advisor or another faculty member to speak on their behalf.
2. After all testimony has been heard, the Honor Council members will vote “not guilty” or “guilty” by secret ballot.
3. If there is not a majority of guilty votes, the defendant will be acquitted and will be notified of the acquittal immediately.
4. If there is a unanimous vote of guilty, then immediately the Honor Council will announce the guilty verdict to the defendant and recommend a punishment to the Headmaster.
5. In cases where there is a majority vote of guilty, but not a unanimous vote, the case will be reviewed by the Appeals Board composed of the Honor Council president, the Honor Council advisor, and the Upper School Director. The Appeals Board will review the testimony and, if necessary, conduct a formal hearing before making a determination of guilt or innocence. A unanimous vote of all three members of the Appeals Board is necessary for a guilty verdict. The Appeals Board will notify the accused of the verdict and, if guilty, will recommend a punishment to the Headmaster.
6. A Middle School student who commits repeated honor violations may be referred to the Honor Council at the discretion of the Middle School Director.
7. Every effort will be made to keep the identity of all involved in honor proceedings confidential.

Article 8: Punishment

- A. The Honor Council recommends punishment, which the Headmaster reviews and approves or amends.
- B. If a student plagiarizes or cheats on any graded assignment, including a final exam, the student will receive a zero for that assignment.

Article 9: Reporting Results

When the Honor Council finds someone guilty, the Honor Council advisor reports the offense and punishment to the faculty, but will not identify the student. The Headmaster will also make periodic reports on Honor Council activity to the student body.

Article 10: Amendment

The Constitution may be amended by approval of the Headmaster and two-thirds each of the Upper School student body and the Upper School faculty.

If the Honor Council cannot assemble a quorum to try an honor code case in a timely manner or due to some extenuating circumstance feels it cannot or should not decide the case, the president of the Honor Council shall notify the Headmaster, who will appoint a committee of not fewer than three nor more than four faculty members, who will decide the case and, if appropriate, recommend consequences to the Headmaster.

PLAGIARISM

If a writer represents the words of another as his own, he commits plagiarism, which is an Honor Code offense, because it is cheating. Whenever a student quotes or paraphrases from a source, the student must give credit to that source in order to avoid plagiarism. For any assignment that involves cheating (for example, plagiarizing on a paper or cheating on a test or any other graded work), the student will receive a zero

Foreign Languages Note: Any use of Internet or computer-based translation programs or software is **strictly** prohibited. Their use is a violation of the Honor Code. These programs cannot be used on any assignment (homework, class work, written or spoken). Bilingual dictionaries are available in room 305 and may be check out during study halls and may be taken home. If the student purchases a bilingual dictionary, the department recommends Oxford or Larousse bilingual dictionaries. Please note that **any use of a computer-based or internet-based translator will result in a grade of zero.**

CODE OF CONDUCT

Lakeview is a community in which every member is expected to treat every other member with care and respect. Fostering this sense of community and personal responsibility in each student is an important goal of the Lower School program. To achieve this goal, Lakeview stresses student responsibility, character, self-respect, and respect for others.

The purpose of the Code of Conduct is to outline the responsibilities students, teachers, and administrators have in helping to ensure an appropriate atmosphere. Lower School discipline issues are handled first by the classroom teacher. Should a student consistently not meet behavior expectations of the classroom, parents and the Lower School Director are notified. Records of counseling and disciplinary action are kept on file. The school reserves the right to dismiss a student whose behavior continues to be disruptive to the learning community.

Expectations of mutual respect and personal responsibility are the cornerstones of Lakeview's Code of Conduct. The following are behaviors that violate this purpose and will result in age-appropriate disciplinary action:

1. Being discourteous or insubordinate to teachers or staff
2. Damaging school property or personal property of others
3. Not adhering to the school Dress Code and policies
4. Not following transportation rules and regulations
5. Inflicting deliberate physical harm
6. Behaving boisterously
7. Teasing, humiliating, name-calling, and bullying
8. Using vulgar or abusive language, either written or spoken

No weapons, firearms, fireworks, explosives, or other materials that present a danger will be allowed on campus. Any violations of this rule will result in serious disciplinary action.

Adherence to the Substance Abuse Policy, Driving Rules, Tolerance Policy, Honor Council Constitution, and Technology Use Agreement are expected.

STUDENT DRIVING

A Student Driving Form is to be completed, signed by the parent and student, and returned to the office before the student drives or parks on campus. The following regulations concern parking and driving on campus:

- All automobiles parked on the school grounds must be registered with the school.
- Students and their vehicles must comply with all federal, state and local laws on campus.
- All student drivers must be licensed for the vehicle they are driving (i.e., car, motorcycle, etc.).
- Parking is strictly limited to the student parking area except after 5:00 p.m.
- There is NO LOITERING OR VISITATION in the parking lot without permission.
- The speed limit is 15 mph or speeds judged safe by school personnel. A first offense of speeding (16 – 20 mph) receives a warning with notification of parents. Subsequent offenses, or speeding over 20 mph, results in a two-week suspension of driving privileges.
- Drivers must observe pedestrian crosswalks.
- The upper parking lot is not to be used except for dropping off or picking up passengers.
- No one is allowed to drop off at the circle behind the gym. This is a bus drop-off only.
- A student's driving privilege may be suspended for misconduct relating to the use of vehicles.
- Under no circumstances may students park in another's space without permission from the Upper School Office.
- Only seniors exercising Senior Privileges are allowed to go to the parking lot during the school day. Other students must have permission from the Upper School Office to go to the parking lot.
- Students applying for a parking permit must understand their responsibility in following the above listed rules.
- During the school day students may park only in the space or area assigned. After 3:45 p.m. vehicles may be moved to the tennis court parking area. Do not move your vehicle from your assigned parking to anywhere else on campus before 3:45 p.m. Do not ever park in the upper parking lot before 5:00 p.m. Students, activities sponsors, and coaches will work together to assure that students park in safe areas when they will be departing campus late.

Non-compliance with any of the above mentioned regulations may result in disciplinary action.

TOLERANCE

Lakeview Academy is committed to maintaining an environment that is free from all forms of harassment and discrimination and ensures that everyone is treated with respect and courtesy. Any comments or conduct relating to a person's race, religion, age, gender or sexual orientation, class, physical appearance or limitations, or ethnic background, which fail to respect the dignity of the individual are unacceptable.

Any harassing or discriminatory comments or actions are unacceptable. Such activities constitute serious misconduct and will bring serious disciplinary consequences.

All complaints of harassment or discrimination should be promptly reported to the Division Director. An investigation will be conducted and a determination of appropriate action taken.

The following are some examples of inappropriate behavior that are considered harassment or discrimination whether done in person, in second-hand comments, in print, via the internet, or any other method:

- Obscene or sexually suggestive jokes or remarks, verbal abuse, insults
- Display of explicit, offensive, or demeaning materials
- Physical or verbal hazing, inappropriate physical touching
- Threats (implied or actual)

TECHNOLOGY USE AGREEMENT

Students are required to use technology in a responsible manner. At the beginning of each school year, a Technology Agreement must be signed by each student and parent. The Agreement will differ for each Division based on the technology that is used by those students. A copy of the Technology Use Agreement is available at www.lakeviewacademy.com > On Campus.

SUBSTANCE ABUSE POLICY

Tobacco-Free Campus

Lakeview Academy is, by order of the Board of Trustees, a tobacco-free campus. If a student possesses, uses, or distributes tobacco products on Lakeview property or at a school-related event off-campus, the student will be subject to disciplinary probation and restriction for a period of time deemed appropriate by the Lakeview administration. Repeated violations will subject the student to more serious sanctions, including dismissal.

Substance Abuse Introduction

Excellence in personal growth and academic development forms the core of the mission of Lakeview Academy. The Lakeview experience embraces the whole person – mind, body, and spirit – in fulfillment of the school’s mission. Since the use of alcohol and illegal drugs imperils each element of the whole person, Lakeview Academy has established policies and rules of conduct to discourage the possession and use of such substances by its students, and to fairly and effectively address violations of those policies and rules.

For those students who choose to violate Lakeview’s policies and rules regarding the possession and use of alcohol and illegal drugs, Lakeview aims to accomplish three principal objectives:

- Impose appropriate sanctions in the interest of deterring future violations
- Provide support and opportunities for treatment, counseling, and continuing education regarding the dangers and consequences of use of alcohol and illegal drugs
- When possible, return the students to the Lakeview community as contributing members.

Substance Abuse Policy

Alcohol and Drugs

Lakeview Academy strictly prohibits the use and possession of alcohol and illegal drugs by its students. Consequently, any Lakeview student who possesses, consumes, uses, sells, or distributes alcohol or illegal drugs (including drug paraphernalia), or is under the influence of alcohol or illegal drugs (“under the influence” being defined as any identifying odor and/or unusual acts and/or actions by a student that would cause a reasonable person to conclude that alcohol or drugs recently have been ingested, whether or not substantiated by detection devices), will be subject to prompt disciplinary action as described below. For purposes of this policy, a *violation* means:

- the use or possession of alcohol or illegal drugs on Lakeview property or at a school-related event off campus, or the use of alcohol or illegal drugs prior to coming onto Lakeview property or attending a school-related event off campus. A student exercising “senior privileges” during school hours is considered to be participating in a school-related event; or
- the use or possession of alcohol or illegal drugs off-campus and unrelated to a school event, the frequency or magnitude of which, objectively considered, inclines to discredit Lakeview.

Prescription and Over-the-Counter Medication

Lakeview students are prohibited from (i) sharing prescription medication of any kind with students or others for whom the prescription is not written and (ii) using prescription and over-the-counter medication other than exactly as prescribed or instructed. This policy applies to controlled substances and non-controlled substances. Students who violate this policy will be subject to the same disciplinary action as students who violate the alcohol and illegal drugs policies of Lakeview.

Voluntary Disclosure

While a student is subject to the discipline process any time Lakeview becomes aware of specific conduct that violates the school’s policy regarding alcohol and illegal drugs, help is available for such students who struggle with substance abuse. Accordingly, Lakeview encourages and welcomes students and/or their families to approach school counselors, administrators, or faculty members to seek general help, without reference to a specific incident or event. Those who do so will be referred promptly and confidentially to appropriate health care professionals without a disciplinary proceeding being commenced against the affected student.

Right to Search

Lakeview is committed to ensuring that its campus is an alcohol-free and drug-free environment. Lakeview therefore reserves the continuing right to search students, their lockers, their vehicles, and their personal belongings for the presence of alcohol or illegal drugs. Lakeview from time to time invites trained professionals to conduct unannounced inspections of the campus utilizing drug-sniffing dogs and other search methods.

Drug Testing

If a student is suspected of being under the influence of alcohol or illegal drugs on campus, the student may be required by the Substance Abuse Screening Committee to submit to a chemical test of his or her blood, breath, urine, hair, or saliva. Such chemical testing may be conducted by trained professionals on campus or at an appropriate medical facility off-campus.

Reports to Third Parties

Georgia law requires Lakeview administrators to report to law enforcement officials the name of any student who possesses or sells illegal drugs on campus or at any school-related function off campus. Lakeview reserves the right to report discipline violations to schools and colleges to which students have applied for admission.

Discipline Guidelines

Lakeview recognizes the importance of clearly apprising its students of the consequences of violating the school’s policies regarding alcohol and illegal drugs. Toward that end, Lakeview has determined that certain sanctions shall accompany every violation of the policy. Attendance at Lakeview is a privilege,

not a right. Accordingly, Lakeview retains the right to dismiss a student for any violation of the school's policy concerning alcohol and illegal drugs if the administration determines that the circumstances warrant such action. The outcome of any related criminal investigation or proceedings in either state or federal court shall have no binding effect on any sanctions that may be imposed by the Lakeview administration.

Sanctions for First Offense

Mandatory Sanctions:

- Disciplinary probation and restriction for a period of time deemed appropriate by the Lakeview administration
- Assessment by a qualified professional and treatment, if necessary; a letter verifying the assessment must be received within thirty (30) days of the Lakeview administration's disciplinary decision
- Random drug and alcohol testing for the remainder of the school year

Possible Sanctions

- Completion of a special project, to be determined by the Lakeview administration, designed to educate the student regarding substance abuse and deter the student from future use
- Dismissal in *egregious* cases including, without limitation, cases involving:
 - Risk of death or serious bodily injury
 - Operation of a motor vehicle under the influence of alcohol or illegal drugs
 - Law enforcement or other discredit to Lakeview
 - Prior infractions of any kind

Sanctions for Second Offense

A second violation of Lakeview's policy concerning alcohol and illegal drugs shall subject the student to dismissal from Lakeview.

UNIFORM DRESS CODE

The goals for the dress code are

1. To provide an academic environment free from distractions where students can concentrate on academic, athletic and personal growth.
2. To communicate to the community our sense of decorum and seriousness of purpose.

Lower, Middle and Upper School students are required to wear the Lakeview Uniform Monday through Thursday. On Fridays, all Lakeview students are allowed to wear either the school uniform or jeans (full length) with approved Lakeview Academy spirit wear. **No overalls.**

The dress code is also provided in a table format at www.lakeviewacademy.com (On Campus > Upper School > Dress Code).

Students who are on campus during the school day must conform to school rules for grooming and attire. This includes seniors returning to campus after exams and prior to graduation, who are expected to continue to conform to the school's expectation for safety, modesty and good taste in their dress. **Detentions will be issued for violations of dress code.**

Any item or style of dress or grooming that is in the judgment of the Division Director distracting or inappropriate for our school environment will be prohibited. In all matters of judgment, **the Division Director's decision is final.**

Approved Vendors

Lakeview no longer requires students to purchase their uniforms from pre-approved vendors. However, there are some vendors who we have used in the past and have our school logo. They are listed below. The vendor you choose, (if not from the list below), will need to use our logo/artwork. Please contact the Communication Director at 770-531-2609 or communication@lakeviewacademy.com to get the appropriate art work for embroidering.

- **Dress Code** – 770-532-4402
Store located 275 Pearl Nix Parkway, Suite 2, Gainesville, GA 30501. Open Wednesdays – Saturdays, 10:00 a.m. – 6:00 p.m. dresscode467@bellsouth.net
- **Lands' End** – 1-800-469-4222 or www.landsend.com/school Lakeview Academy Preferred Customer # 9000-6966-7
- **Lakeview Athletic Department and Lakeview Arts Guild**
Items are sold through the C & B Concession Stand, during Home competitions, and Booster Club meetings.

Slacks, Shorts, Skorts

Khaki-weave dress slacks, shorts, skorts, or capris of white, navy or khaki color from *any* vendor are acceptable. Slacks should have either pleated or plain fronts. The following are NOT permitted: rivets, baggy pants, extra pockets (cargo or painter styles), loops or ankle zippers, dragging hems, big buckles. The above must be no shorter than six inches above the bend of the back of the knee. Full-length blue jeans and orange pants are only allowed with spirit wear on Fridays and other special spirit wear days. Denim clothing other than blue jeans are not considered spirit wear.

Lower School

- Students are not required to wear a belt.
- Students may wear navy wind resistant pants.

Middle and Upper Schools

- Pants with belt loops must be worn with a belt.
- Scarves may be worn in approved school colors (blue, khaki, orange, Lakeview plaid).

Shirts, Blouses

Solid navy, white, gray or light blue shirts and blouses are acceptable. All must have collars and sleeves. Every shirt and blouse must be tucked in UNLESS it has a straight edged hem no more than four inches below the waist and the front of shirt is the same length as the back; vents are allowed. If undershirts are worn, they must be tucked in and should be solid navy, white, grey, or light blue; an exception to the tuck-in requirement is made for girls who allow a two-inch, plain hem to show below the blouse (no lace, patterned, or design edges). Long sleeved undershirts may not be worn beneath short sleeved uniform

shirts. Approved shirt styles are oxford cloth/cotton button downs, polo knit, poplin blouse, turtleneck or mock turtleneck. No denim, chambray or t-shirts. Shirts **MUST** be purchased through one of the approved vendors (Lands' End or Dress Code) and **must have the Lakeview Academy logo embroidered on the left breast.**

Sweaters

Solid navy or white sweaters are acceptable. Approved styles are cardigan, vest, v-neck and crew neck. Approved uniform shirt **MUST** be worn underneath. If sweaters are worn in the classroom, they **MUST** have the Lakeview Academy logo. Sweaters **MUST** be purchased through one of the approved vendors. Cardigan and shell sets are also approved but both pieces must be embroidered with Lakeview Academy logo.

Sweatshirts

Lakeview Academy sweatshirts must be purchased from approved vendors or the Lakeview Athletic Department or Lakeview Arts Guild. Approved uniform shirt **MUST** be worn underneath.

Jumper, Skirts

Lakeview Academy's school plaid (hunter classic navy plaid – as named by Lands' End) is Macleod. All divisions may wear the appropriate plaid, navy or khaki in both jumper and skirts. Jumpers or skirts may be worn no shorter than three inches above the bend of the knee. The following are **NOT** permitted on jumpers or skirts: rivets, extra pockets (cargo or painter pocket style), loops, zippers, or buckles. Several styles are available from the approved vendors. Jumpers are not to be embroidered. Girls may wear bike shorts in navy under their jumpers or skirts. Bike shorts should not be visible below the hem of the jumper or skirt.

Shoes, Socks

Lower School

Socks: Boys and girls are to wear socks Monday through Friday except with sandals. Boys may wear socks of ankle length or higher, white or navy. Girls may wear ankle or knee socks and tights in white or navy. Footless tights, without lace, must also be white or navy. Patterned or fishnets tights are not acceptable. Socks should be visible above the shoe tops.

Shoes: For safety and comfort for PE and playground wear, shoe requirements for Monday through Friday are as follows: athletic/tennis shoes, boots, any leather shoes or sandals with a back strap. Lower School students should bring socks and tennis shoes for PE if they wear sandals or boots to school. Birkenstock style (clogs and Crocs), shoes with wheels (e.g., Heelys), shoes without a back strap, any heeled shoes, flip-flops, or any athletic or shower sandal are not allowed.

Middle and Upper School

Socks/Tights: While socks are not required, if socks are worn they must be white, navy, or brown/tan solid colored. Regular or footless tights should be white, navy, or brown/tan solid colored when they are worn. Patterned and fishnet tights (footless or regular) are not allowed.

Shoes: Dress, deck and athletic shoes, boots, Birkenstock-style, Croc and sandals are acceptable shoes. Unacceptable shoes include any heel taller than two inches, any spike-type heel of any height, flip-flops, or any athletic or shower sandal.

Outerwear

All clothing must be worn in the manner intended (for example: no shirts or jackets should be worn around the waist). Coats and outerwear worn indoors and in the classroom **must** be approved outerwear with the Lakeview Academy logo. A variety of approved outerwear (fleece jackets, Northface-type jackets, hoodies, etc.) can be purchased from the approved vendors and the Lakeview Academy Athletic Department or Lakeview Academy Arts Guild. A navy blazer may be worn as outwear without the Lakeview logo.

Other

- Jewelry: Simple jewelry is permitted. Earrings are permitted for girls only.
- Hair must be well groomed at all times. Hair length for boys may not be below the top of the collar or the top of the eyebrows; sideburns no lower than the middle of the ear. No hair pieces, hair dye or extreme cuts or styles or shaved shapes.
- Facial hair is not permitted.
- Tattoos, including temporary, washable tattoos, are not permitted.

Required Attire for Physical Education

Grades Pre-K through 8 must have socks and tennis shoes for PE to ensure student safety.

Students in grades 6-12 will dress in Lakeview Academy shorts and T-shirts for PE (purchased through Lakeview Academy Athletics).

Students in grades 9-12 who have PE first period may wear their PE clothes to school.

Spirit Day Attire

On Fridays, all Lakeview students are allowed to wear

- Articles from the school uniform
- Full-length jeans (in good repair)
- Full-length orange pants
- Approved Lakeview Academy spirit wear shirt (sold through Lakeview Athletics, Arts and other official Lakeview organizations).

No overalls, denim shorts, or denim skirts.

Student Dress-Down Day guidelines will be determined by Division Directors.

Special Day Attire

For special school wide or Division events such as Grandparents' Day, Candlelight, Parent/Child Lunches, May Day, and certain field trips, students may be required to wear Special Day Attire. Approved shirts with the Lakeview Academy logo, approved slacks, skirts or jumpers and dress shoes comprise the Special Day Attire uniform. The following items are not appropriate for Special Day Attire: sweatshirts, shorts, wind resistant pants, sandals or tennis shoes.

The classic clothing items in this dress code can always be found and purchased in area stores and catalogs (and not just from the three approved vendors.) This allows for variation in sizing and cost. Clothing that does not conform to the guidelines listed above may not be worn at school. Shirts with logo must be purchased through these approved vendors: Lands' End or Dress Code.

STUDENT VISITORS

Student guests (including alumni and former Lakeview students) are allowed on campus during lunch only. Guests must have prior approval by the Division Director. Parental approval is required. Guests will not be approved if they are truant from their school. The host student will be responsible for the behavior of their guest. Guests must sign in and obtain a visitor's badge in Upper School Office immediately upon arrival. For non-student visitors, see the *Visitors and Parents Identification* paragraphs in *Security* section of this Handbook.

UPPER SCHOOL STUDY-OUT PRIVILEGES

Students in grades 10 and 11 with an average of 80 or better in each course and acceptable disciplinary and attendance records may qualify to choose one of several areas for their study period. These locations include the designated study hall location for that period, the Upper School library, the Upper School computer lab (if not in use), the air lock, the gym, the Student Center, or the outside lower deck area. To exercise Study-out Privileges, students must report to the designated study hall location for that period and sign out to one of these areas. Students must remain in that area for the entire period. This freedom is a privilege and may be revoked individually or as a whole at the discretion of the administration. Parental permission is required for study-out privileges.

First semester study-out privileges will be initially granted based on second semester final grades from the previous year. Interim reviews will be conducted to continue, initiate, or suspend study-out privileges. Second semester study-out privileges will be based on the final grades from the first semester

SENIOR LUNCH PRIVILEGES

- Seniors may leave campus during lunch. Rules concerning the sign in/sign out sheet must be followed, i.e. name of person(s), time in/out, authority, reason, and destination. Each student must sign out personally.
- Club and Student Council meetings must be attended. Senior Lunch Privileges do not excuse a student from on-campus commitments.
- This privilege requires that the senior student meet scheduled class times promptly. A tardy to a scheduled class after lunch will result in a two (2) week suspension of Senior Lunch Privileges.
- Senior Lunch Privileges may be suspended for individuals or the entire class at the discretion of the administration.

SENIOR PRIVILEGES

- To be eligible for Senior Privileges, the student:
 - Must have an 80 average or better in every class;
 - Must have effort grades of 3 or 4 in each class;
 - Must have a satisfactory conduct grade in each class;
 - Must not have major offenses of the Honor or Social Code;
 - Must have maintained a good attendance record.
- A student may leave campus during study hall. Rules concerning the sign in/sign out sheet must be followed, i.e. name of person(s), time in/out, authority, reason, and destination. Each student must sign out personally.
- A student may be off campus for no more than 90 minutes at a time.

- A senior student who does not maintain an 80 average in a subject will have Senior Privileges suspended. The student will report to the scheduled study hall. The senior will not be eligible for privileges again until the next grading period.
- No loitering is allowed in the halls or parking lot during class times.
- In case of loss of privileges, the student may not go to a car without permission from the Upper School Office.
- Failure to cooperate with the consequences will result in disciplinary action.
- Senior Privileges may be suspended for individuals or the entire class at the discretion of the administration.

CONTACTING STUDENTS DURING THE SCHOOL DAY

A class will not be interrupted in order to give a student a message except in an emergency. Please contact each Division Office with messages. Typically, messages will be passed on during breaks, during lunch, and after school.

Email messages may be sent to Upper School students throughout the day, but they may only check email during lunch, study hall, and break.

SEARCH AND SEIZURE

For the safety of our students, Lakeview Academy reserves the right to search any student's or visitor's person and property at school and school-sponsored events, including but not limited to lockers, bags, laptops, electronic files, and cars. Objects and files found may be seized at the discretion of the administration and may be claimed by the student or parent when the inquiry is complete.

CELLULAR TELEPHONES AND ELECTRONIC DEVICES

Cellular telephones, unapproved computers, and hand-held devices, including but not limited to video games, music players, image and/or audio recording devices, and PDAs (personal digital assistants), except as prescribed, may not be used, heard or visible on campus between 8:15 a.m. and 3:25 p.m. If they are, the device in question will be confiscated and may be reclaimed by the student from the director at day's end the first time, and thereafter by the parent.

Exception:

- Upper School students are permitted to use cellular telephones and hand-held devices during break and lunchtime.
- Seniors may use cell phones in the Senior Lounge.

While on campus, accessing the Internet through means other than the Lakeview Academy network is prohibited.

LEAVING CAMPUS

Students are not permitted to leave campus at any time during the school day without permission of their Division Director. Unauthorized absence from the campus is a serious offense.

Students required to leave the campus during the school day must have a written request from the parents or guardians stating the reason and time of departure. The request should be submitted to the Division Office prior to the first class period.

ATTENDANCE

Communications with the Attendance Office

Parental communications with the Division Office is most efficiently accomplished by a **student delivered note with parental signature**.

Communications may also be made by email or telephone.

Absent - Present

Parents of students unable to attend school for reasons other than school-related events must notify the Division Office, preferably by phone or email, no later than 8:15am of the absent day.

Students must attend at least 50% of the day in order to be counted present. On shortened school days, this is reduced proportionately. See the Eligibility section for information about participating in extracurricular activities when not present for school.

Sign-In/Out Procedures

Lower School students may only be signed in and out by an authorized adult.

Between 8:15 and dismissal, all students must personally sign in upon arrival and sign out prior to leaving campus in the Division Office.

Students may sign out only with parental authorization via note, email, fax, or phone call.

Tardy Procedures

Students tardy to school (not seated in their classroom or morning assembly at the start time) must check in at the Division Office and obtain an **Admit** slip. This slip is necessary to be admitted to class late.

Excused Tardy: A tardy to school can be excused by a parental note requesting that the tardy be excused with the reason clearly stated. We ask that parents request that tardiness be excused only when the tardiness was beyond the control of the student.

Unexcused Tardy: If tardiness is not excused within three school days, the tardy becomes permanently unexcused. On the third and each subsequent unexcused tardy an afternoon detention is assigned.

Tardiness and the 10% Rule:

The following are considered an absence for purposes of the 10% rule:

1. A student missing 30 minutes or more of a class due to tardiness
2. Three tardies to class of less than 30 minutes.
3. A Lower School student missing approximately 50% of his or her day will be considered absent.

Tardiness due to the Lakeview Transportation System is automatically excused and does not count in 10% Rule calculation.

Absence Procedures

Unforeseen Absences

When an unforeseen absence occurs, the student must check in at the Division Office to obtain an **Admit to Class** slip. The student should bring a note from a parent requesting that the absence be excused, the date/s covered, and the reason for the absence.

The student must take the initiative to meet with teachers and schedule make up work. All make-up work should be completed in a timely manner as arranged with teachers.

Foreseen Absences

Students may not take foreseen absences during the first five days of the school year or during semester exams.

A student who knows he or she is going to be absent must

1. Bring a parental note stating the date(s) and reason for the absence at least three school days prior to the absence. This note will also serve to excuse the absence.
2. At least three days prior to the absence, complete and return to the Division Office a **Foreseen Absence Form**, which requires a meeting with teachers to arrange assignments due during the absence. Students may be required to complete assignments prior to the absence.

Excused Absences

Absences must be excused by parental note noting date(s) and reason. Failure to provide this note within 3 days of returning from the absence will result in an afternoon detention. The student will be referred to the Division Director to determine if the absence was cutting school (absence without the prior knowledge and permission of parents), a serious disciplinary offense.

The Ten Percent Rule

We cannot teach a student who is not in school. Parents have flexibility in deciding when their children may need to miss school. Nevertheless, there must be a limit. The Ten Percent Rule provides that limit.

Students who miss more than 10% of the class meetings in a semester in any subject are not permitted to make up missed work after that milestone is reached; a zero is recorded for graded work that is missed. Only compelling circumstances would call for an exception to be granted. The Division Director will determine what constitutes compelling circumstances; this will be done in response to a written request from the student explaining the circumstances.

Tips for avoiding the 10% threshold:

- Avoid taking several days in a row; e.g., long trips during school days.
- Avoid taking Foreseen Absences early in a semester. Take Foreseen Absences as late in the semester as possible without interfering with exam preparation. This gives you the flexibility to cancel the Foreseen Absence if an illness or other event causes Unforeseen Absences.

CONSEQUENCES

LOSS OF PRIVILEGES

Any disciplinary action may result in the loss of any or all student privileges.

AFTERNOON DETENTIONS (MIDDLE AND UPPER SCHOOL)

Afternoon Detentions consist of a one-hour mandatory work detail, normally 3:30 p.m. to 4:30 p.m. The Division Director will schedule this session as soon as practical for the school and allowing one day of notice for the student. **The student will not be excused because of practices, games, or other extracurricular activities.** The student is responsible for making arrangements for transportation home.

SATURDAY DETENTIONS (MIDDLE AND UPPER SCHOOL)

Saturday Detentions consist of a three-hour (normally 8 a.m. through 11 a.m.) exercise and/or work detail performing maintenance on the Lakeview campus and involves vigorous exercise and campus beautification. Students should show up on the assigned Saturday appropriately attired to exercise and perform work inside or outside. There is a charge of \$40.00 for a Saturday detention to cover the cost of Lakeview supervision, which is billed to the parent's account.

DISCIPLINARY PROBATION

A student will be placed on Disciplinary Probation as a result of any serious breach of conduct or because of repeated misbehavior; parents will be notified of the repeated misbehavior. The Division Director places a student on Disciplinary Probation. The purpose of Disciplinary Probation is to encourage a student to correct unacceptable behavior and to become a positive member of our school community.

During the probation period, **any** disciplinary violation, serious misbehavior, or violation of the terms of probation described here or in the Director's probation letter to the student constitutes grounds for dismissal.

When a student on Disciplinary Probation is reviewed during and at the end of the probation period and is showing no behavioral progress or is exerting an adverse influence on other students, he or she will be dismissed from the school immediately.

A student on Disciplinary Probation is not eligible to run for or hold elected office or any other special honors such as honor rolls, sports awards, etc.

The Review Committee will evaluate a student on Disciplinary Probation at the end of the probation period. If the student has not shown significant behavioral improvements, that student will not be invited to return to Lakeview for the next school year. The Review Committee is comprised of the Division Director and one or more faculty representatives.

RESTRICTION

When a student's behavior warrants serious consequences, but not dismissal, that student is placed on Restriction. Restricted students will attend classes, but be under increased supervision during

nonacademic times of the day. The student may attend extracurricular and athletic practices, but may not participate in competitions, performances, or special events such as dances, field trips, homecoming, Prom, or May Day. Students will attend a specified number of Saturday Detentions during the period of Restriction.

DISMISSAL

Students are subject to dismissal or disciplinary action by the Headmaster for any conduct that is detrimental to the common good of the school community, that violates stated policies, that is harmful to members of the school community, that jeopardizes the good name of the school, that repeatedly breaches discipline, or that violates Disciplinary Probation.

CONDUCT PROVISION

If a parent, friend of the school, or member of the Lakeview faculty or staff violates stated policies or behaves in a way clearly detrimental to the school community, that person's relationship with the school may be terminated.

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